

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Shawnee, Oklahoma

PHA Number: OK95

PHA Fiscal Year Beginning: 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 , Resident Advisory Board

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.

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To develop and operate a socially and financially sound low-income housing program free from discrimination, which provides a decent home and a suitable living environment that fosters economic and social diversity in the resident body as a whole.

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:
(The Authority has applied for 25 Welfare-to-Work vouchers and may continue to apply to apply for additional vouchers as the need arises).
 - Reduce public housing vacancies:
(The Authority is in the planning process to improve and enhance development sites to help assist in retaining residents, therefore reducing vacancies).
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score 97.75)
- Improve voucher management: (SEMAP score during the planning stages of this agency plan unknown).
- Increase customer satisfaction: (By completing assessments of the needs and make improvements as it concerns physical living environments as well as management techniques.)
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: (Within Comprehensive Grant Program the Authority will modernize appliances as needed, install air conditioner units at various locations).
- 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
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (Will survey the need to develop a voucher homeownership program and apply for funding accordingly. The Authority also is looking at the feasibility of development a public housing homeownership program.)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - 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:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives:

PHA Goal: Manage the Authority's existing public housing program in an efficient effective manner and continuing to qualify as a high performer.

Objectives:

- 1) The Department of Housing and Urban Development (hereinafter called "HUD") shall recognize the Authority as a high performer through the year December 31, 2004.

- 2) The Authority shall make our public housing developments sites more marketable to the community.
- 3) The Authority will promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and prudent leader in the affordable housing industry.

PHA Goal: Provide a safe and secure environment in the Authority's public housing developments.

Objectives:

- 1) The Authority will reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2004.
- 2) The Authority shall continue to work with the local police for the purpose of reducing crime in all Authority developments and develop strategies for identifying and reducing the crime.
- 3) The Authority shall reduce its evictions due to violations of criminal law through aggressive screening procedures.

PHA Goal: Expand the range and quality of housing choices available to participants in the Authority's tenant-based assistance program.

Objectives:

- 1) The Authority shall establish a program to help participants of its tenant-based program to become homeowners by December 31, 2004.
- 2) The Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
- 3) The Authority shall attract potential new landlords who want to participate in the tenant-based program by December 31, 2004.

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

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

The Housing Authority of the City of Shawnee (hereinafter called “Authority”) has prepared its Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

In doing so the Authority has included within the Executive Summary of the Agency Plan the following mission, goals, major initiatives and discretionary policies.

MISSION: To develop and operate a socially and financially sound low-income housing program free from discrimination, which provides a decent home and a suitable living environment that fosters economic and social diversity in the Resident body as a whole.

In completing the mission of the Authority, we have set forth the following initiatives for the next five years.

- 1) Provide a safe and secure environment in the Authority’s public housing developments.
- 2) Manage the Authority’s existing public housing program in an efficient and effective manner, thereby qualifying as a high performer.
- 3) Promote self-sufficiency and asset development of assisted households.
- 4) Ensure equal opportunity and affirmatively further fair housing.
- 5) Expand the range and quality of housing choices available to participants in the Authority’s tenant-based program.
- 6) Provide an improved living environment within the public housing developments.
- 7) Increase assisted housing choices.
- 8) Improve the quality of assisted housing.

- 9) Expand the supply of assisted housing.

Our Agency Plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc., set forth in this Agency Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards the Authority and its residents' priorities. Furthermore, they are consistent with the consolidated Plan set forth by the City of Shawnee.

In addition to setting goals and objectives for the Authority we have also approved and adopted the following discretionary policies.

- 1) We have adopted an aggressive applicant screening policy for public housing through the National Crime Information Center (NCIC) for potential violent criminal or drug related offenders.
- 2) Have adopted policy within the tenant-based program to screen applicants to the fullest extent allowable, while not taking away the ultimate responsibility from the landlord.
- 3) All applicants selected from the waiting list are selected by local preference of time and date they apply.
- 4) We have placed an emphasis on deconcentration in public housing.
- 5) We have established a minimum rent of \$25.00 in both the public housing and the tenant-based program.
- 6) We are establishing flat rents for all the public housing developments.
- 7) Also, in an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications should a public housing resident or section 8 participant have an increase in income from the same reported income source. The increase shall be reported during the next regular annual recertification.

In summary, we are on course to improve the condition of affordable housing in Shawnee, Oklahoma.

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
- FY 2000 Capital Fund Program Annual Statement
- 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
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
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
NA	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
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
x	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	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
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
NA	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	Over all	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	336	4	3	3	N/A	N/A	N/A
Income >30% but <=50% of AMI	56	4	3	3	N/A	N/A	N/A
Income >50% but <80% of AMI	3	4	3	3	N/A	N/A	N/A
Elderly	25	3	3	3	N/A	N/A	N/A
Families with Disabilities	61	4	3	3	N/A	N/A	N/A
Race/Ethnicity							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over all	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
White(non-Hisp)	249	N/A	N/A	N/A	N/A	N/A	N/A
Black(non-Hisp)	60	N/A	N/A	N/A	N/A	N/A	N/A
Indian/Alaskan	82	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Isl.	1	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	3	N/A	N/A	N/A	N/A	N/A	N/A
Other	0	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- 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: Housing Authority statistics and accumulated data

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 type="checkbox"/>	Public Housing
<input checked="" 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:

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	395		40%
Extremely low income <=30% AMI	336	85%	
Very low income (>30% but <=50% AMI)	56	14%	
Low income (>50% but <80% AMI)	3	1%	
Families with children	309	78%	
Elderly families	25	6%	
Families with Disabilities	61	15%	
Race/ethnicity White/non Hisp.	249	63%	
Race/ethnicity Black/Non Hisp	82	21%	
Race/ethnicity Hispanic	60	15%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	40	28%	19%
2 BR	79	54%	21%
3 BR	22	15%	17%
4 BR	4	3%	5%
5 BR	NA	NA	NA
5+ BR	NA	NA	NA

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>

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 Authority’s primary objective in addressing needs of our community is to assist and participate in an entire undertaking by the City of Shawnee to address our jurisdiction’s affordable housing needs. The need for housing includes affordable housing as well as homeless needs.

While the Authority cannot independently meet the entire need identified here, in accordance with our goals, we will attempt to address the needs by using appropriate resources to maintain and preserve our existing housing stock. When appropriate and feasible, the Authority will apply for additional grants to help add to the affordable housing pool. We intend to work with our local partners to try to meet these identified needs.

(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: (Elderly Designation Completed)

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: (Have obtained designation for mixed population in one public housing development).

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
a) Public Housing Operating Fund	532,000	
b) Public Housing Capital Fund	385,347	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,788,800	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	96,800	
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1998 PHDEP	18,890	PH safety/security and supportive services
1998 Comp. Grant Program	104,275	PH operations and capital improvements
1999 Comp. Grant Program	416,412	PH operations and capital improvements
3. Public Housing Dwelling Rental Income		
1999 Amount plus 3% increase	579,700	PH operations
4. Other income (list below)		
1999 amount plus 3% increase, non- dwelling rent and tenant charges, oil royalty plus interest	103,000	PH operations
Section 8 interest on admin reserve	4,150	Section 8
4. Non-federal sources (list below)		
Total resources	4,029,374	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

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: (This depends on the number of vacancies to show at time of offered to applicants)
- When families are within a certain time of being offered a unit: (Depending on the number of vacancies to be offered to applicants)
- Other:

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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: If the participant is unable to locate appropriate dwelling unit to meet occupancy criteria or Fair Market Rent limitations.

(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) (Time and Date of application only)

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
- 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 (Through individual briefing sessions)

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)

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 (Families may report any decrease of Family income at their convenience, and must always report all increase in Family income with the exception of reporting increases in Family income when its an increase from the currently report 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)

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)

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)
- (2) Section 8 Management: (list below)

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:

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: (09-2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	-0-
2	1406 Operations	-0-
3	1408 Management Improvements	77,069
4	1410 Administration	21,386

5	1411	Audit	-0-
6	1415	Liquidated Damages	-0-
7	1430	Fees and Costs	9,000
8	1440	Site Acquisition	-0-
9	1450	Site Improvement	-0-
10	1460	Dwelling Structures	179,903
11	1465.1	Dwelling Equipment-Non-expendable	11,250
12	1470	Non-dwelling Structures	40,500
13	1475	Non-dwelling Equipment	46,239
14	1485	Demolition	-0-
15	1490	Replacement Reserve	-0-
16	1492	Moving to Work Demonstration	-0-
17	1495.1	Relocation Costs	-0-
18	1498	Mod Used for Development	-0-
19	1502	Contingency	-0-
20	Amount of Annual Grant (Sum of lines 2-19)		385,347
21	Amount of line 20 Related to LBP Activities		-0-
22	Amount of line 20 Related to Section 504 Compliance		-0-
23	Amount of line 20 Related to Security		-0-
24	Amount of line 20 Related to Energy Conservation Measures		-0-

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
--	---	----------------------------------	----------------------------

PHA Wide	1. RIC's salary, training, travel & employment costs.	1408	40,739
	2. Grant Writer (31% of salary, training, travel & employment cost.	1408	11,522
	3. Two part-time clerical staff to assist RIC (salary, training , travel & employment cost.	1408	14,808
	4. Computer software (upgrades)	1408	5,000
	5. Consultant for general Administrative Needs and Improvements.	1408	5,000
	<u>Subtotal</u>		<u>\$ 77,069</u>
PHA Wide	1. CFP portion of Grant Writer (42% of salary, training, travel, and employment costs)	1410	15,701
	2. CFP portion of Director of Housing Operations (10% of salary, training, travel and employment costs)	1410	5,685
	<u>Subtotal</u>		<u>\$ 21,386</u>
95-3	1. A & E Services for roof replacement	1430	9,000
	<u>Subtotal</u>		<u>\$9,000</u>
PHA Wide	1. Install lighting in maintenance storage shed	1460	2,400
95-3	2. Replace deteriorated kitchen cabinets	1460	8,503
95-7	3. Replace deteriorated roofs	1460	160,000
	4. Replace deteriorated carpets		9,000
	<u>Subtotal</u>		<u>\$ 179,903</u>
95-1		1465.1	
95-3	1. Replace 10% of refrigerators (10x \$450)	1465.1	4,500
95-6	2. Replace 10% of refrigerators (9x \$450)	1465.1	4,050
95-7	3. Replace 10% of refrigerators (4x \$450)	1465.1	1,800
	4. Replace 10% of refrigerators (2x \$450)		900
	<u>Subtotal</u>		<u>\$ 11,250</u>

**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)
PHA Wide/Mgmt improvements	3/02	9/03
PHA Wide Administration	3/02	9/03
OK56P095001 Milstead/Family	3/02	9/03
OK56P095002 Hi-Rise	3/02	9/03
OK56P095003 Dunbar Heights	3/02	9/03
OK56P095005 Tower	3/02	9/03
OK56P095006 Prince Hall Apts	3/02	9/03
OK56P095007 Scattered Sites	3/02	9/03

(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)

**PHA Plan
Table Library**

**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.

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095001	Milstead Circle & Family Site	8	8.0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Ranges (10 x \$350)			3,500	2001
Replace Ranges (10 x \$350)			3,500	2002
Replace Ranges (10 x \$350)			3,500	2003
Replace Ranges (10 x \$350)			3,500	2004
Replace Refrigerators (10 x \$450)			4,500	2001
Replace Refrigerators (10 x \$450)			4,500	2002
Replace Refrigerators (10 x \$450)			4,500	2003
Replace Refrigerators (10 x \$450)			4,500	2004
Replace sewer lines			25,700	2003
Repair electrical service and breakers (20 x \$400)			8,000	2003
Replace water lines			1,500	2003
Replace A/C condensers			2,500	2003
Replace storm doors			1,000	2003
Replace gas lines			1,500	2003
Repair electrical service and breakers (80 x \$400)			32,000	2004
Pruning and trimming trees			700	2004
Total estimated cost over next 5 years			\$104,900	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095002	Hi-Rise	1	1.2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair/Replace driveways and sidewalks			1,500	2003
Replace fire alarm panel			400	2003
Replace washers/dryers in laundry rooms			5,880	2004
Pruning and trimming trees			700	2004
Replace elevator motor			2,500	2004
Replace refrigerators (8)			3,645	2004
Replace ranges (8)			2,835	2004
Repoint/tuck brick exterior			10,000	2004
Total estimated cost over next 5 years			\$ 27,460	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095003	Family Site Housing	10	11.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	
			Planned Start Date (HA Fiscal Year)	
Replace ranges (9 x \$350)			3,150	2001
Replace ranges (9 x \$350)			3,150	2002
Replace ranges (9 x \$350)			3,150	2003
Replace ranges (9 x \$350)			3,150	2004
Replace refrigerators (9 x \$450)			4,050	2001
Replace refrigerators (9 x \$450)			4,050	2002
Replace refrigerators (9 x \$450)			4,050	2003
Replace refrigerators (9 x \$450)			4,050	2004
Replace bathtubs (90 x \$1,200)			108,000	2001
A & E to replace bathtubs			9,000	2001
Replace kitchen cabinets (80 x \$1,500)			120,000	2002
A & E to replace kitchen cabinets			10,000	2002
Replace gas line			5,000	2003
Site improvement for erosion control			4,000	2003
Replace sewer lines			2,000	2003
Replace water lines			2,400	2003
Repair driveways, sidewalks, and parking lots			3,000	2004
Pruning and trimming trees			700	2004
Guttering to control erosion (55 x \$900)			49,500	2004
Replace furnaces (90 x \$1,200)			108,000	2004
Total estimated cost over next 5 years			\$ 450,400	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095005	Tower	3	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair/Replace fire alarm panel			6,000	2001
Replace existing roof over apartments			130,000	2002
A & E for roof replacement			12,000	2002
Reseal exterior windows of common areas			10,000	2003
Repair driveways, sidewalks and parking lots			10,000	2003
Repair/replace automatic doors			5,000	2003
Pruning and trimming trees			500	2004
Replace elevator motor			2,500	2004
Replace refrigerators (10 x \$450)			4,500	2004
Replace ranges (10 x \$350)			3,500	2004
Install computerized energy management system			20,000	2004
Total estimated cost over next 5 years			\$ 204,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095006	Prince Hall Apartments	3	6.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace sewer lines			35,000	2001
Range replacement (5 x \$350)			1,750	2001
Range replacement (5 x \$350)			1,750	2002
Range replacement (5 x \$350)			1,750	2003
Range replacement (5 x \$350)			1,750	2004
Refrigerator replacement (5 x \$450)			2,250	2001
Refrigerator replacement (5 x \$450)			2,250	2002
Refrigerator replacement (5 x \$450)			2,250	2003
Refrigerator replacement (5 x \$450)			2,250	2004
Replace deteriorated A/C condensers			2,250	2003
Replace exterior stairs (7 x \$3,500)			24,500	2003
Replace washer/dryers at laundry (6 x \$1,025)			6,150	2003
Install mini-blinds on street side of units (180 x \$50)			9,000	2003
Pruning and trimming trees			700	2004
Total estimated cost over next 5 years			\$ 93,600	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK56P095007	Scattered Sites	0	0.0 %	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace water lines			30,000	2001
Replace sewer lines			25,000	2001
Replace carpets (15 x \$1,500)			22,500	2001
Driveway and Sidewalk replacement			16,400	2001
Solid door replacement (exterior)			13,000	2001
Replace ranges (3 x \$350)			1,050	2001
Replace ranges (3 x \$350)			1,050	2002
Replace ranges (3 x \$350)			1,050	2003
Replace ranges (3 x \$350)			1,050	2004
Replace refrigerators (3 x \$450)			1,350	2001
Replace refrigerators (3 x \$450)			1,350	2002
Replace refrigerators (3 x \$450)			1,350	2003
Replace refrigerators (3 x \$450)			1,350	2004
Install vinyl siding (2 x 2,500)			5,000	2003
Replace existing roofs (2 x 2,000)			4,000	2003
Replace gas line (5)			3,000	2003
Replace kitchen sinks (2)			500	2003
Repair/replace damaged vinyl siding			2,500	2003
Replace bathroom sinks (5)			1,400	2003
Replace A/C condensers (2)			1,000	2003
Replace garage door			1,500	2003
Pruning and trimming trees			500	2004
Total estimated cost over next 5 years			\$ 135,900	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA Wide	Physical Improvements	25	5.7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replacement of maintenance vehicles (2)			40,000	2003
Office equipment			20,000	2003
A & E for Resident Initiative facility			20,000	2003
Replacement reserve (seed money for RIC facility)			18,898	2003
Site acquisition			20,000	2003
Repair/replace parking areas			5,000	2003
Landscaping			3,510	2004
Large refrigerator for community center			1,000	2004
Ice maker for Community Center			1,000	2004
Dishwasher for Community Center			400	2004
Weed Trimmer replacement for maintenance (4 x \$375)			1,500	2004
Total estimated cost over next 5 years			\$ 131,308	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA Wide	Management Improvements	N/A	N/A	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries, training, travel and employment costs for Resident Initiatives staff (Resident Initiatives Coordinator, 2 part-time secretaries and 31% of Grant Writer to Account 1408)			67,069	2001
			67,069	2002
			67,069	2003
			67,069	2004
Computer software upgrades for administrative computer system			5,000	2001
			5,000	2002
			5,000	2003
			5,000	2004
Consultant for general administrative management improvements			5,000	2001
			5,000	2002
			5,000	2003
			5,000	2004
Salary, training, travel and employment cost for Account 1410 portion of Grant Writer (42%)			15,701	2001
			15,701	2002
			15,701	2003
			15,701	2004
Salary, training, travel and employment cost for Account 1410 portion of technical assistance by Director of Housing Operations (10%)			5,685	2001
			5,685	2002
			5,685	2003
			5,685	2004
Total estimated cost over next 5 years			\$393,820	

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: (DD/MM/YY)	
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: (DD/MM/YY)
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)]

None at the time of submission of the Agency Plan.

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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.)

- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

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 used 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)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

At the time of submission of our agency plan, final regulations has not been issued on pet regulations.

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 903.79 (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:

1. Comment: Has the Authority received the HUD prescribed template?

Response: Yes, template was offered to residents at meeting for review.

2. Comment: Is the template more difficult to use than the original method that the Authority was using in their rough draft version?

Response: No, the template follows a pattern of responses and (x) is used to indicate the action that the Authority plans to achieve.

3. Comment: Is the Authority on target for completion as originally indicated for approval of the plan?

Response: Yes, Although we are currently being held up on a question that has not yet been answered by HUD. The question is whether we will be submitting the 1999 funding approval or if the new 2000 funding application on the Capital Fund/Comprehensive Grant Program and the PHDEP will be required for submission with the Agency Plan.

4. Comment: Is there a comment period or correction period if there are deficiencies in the Agency Plan?

Response: The Authority is not sure, although we have not yet found in the instructions that allows a correction period, although, typically it is normal in a grant writing process for HUD to allow a period of 14 days to correct technical deficiencies.

5. Comment: Would there be time for changes if there were deficiencies?

Response: Probably not, due to the time constraints that all January 1 fiscal year housing authorities will be under.

6. Comment: How will the Authority increase assisted housing choices?

Response: By conducting outreach to landlords, which the Authority currently does.

7. Comment: Why are some questions or boxes not answered or marked on the template?

Response: The Authority is a “high Performer”, with a streamline agency plan and according to those standards established by HUD, we are exempt from filling out certain criteria.

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other:

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)

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: (prescribed target area within the City limits of Shawnee, 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: (The Community Development Department of the City of Shawnee supports the efforts of the Authority in providing low-income rental assistance both through the Public Housing and Section 8 programs. Furthermore, we are in consultation with each other to further develop possible rental assistance as well as homeownership opportunities for low to moderate income families)

C. Other Information Required by HUD

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

DECONCENTRATION

In selecting Residents from among eligible applicants who meet the screening criteria, first consideration shall be given to matching the size and type of unit offered to the Family's need. The Authority will take into consideration the needs of individual Families for Public Housing. The Authority's efforts in developing and operating a socially and financially sound low income housing program, which provides a decent home and a suitable living environment and fosters economic and social diversity in the resident body as a whole, will be accomplished through its outreach efforts. The outreach efforts are developed to:

- (1) Avoid concentration of the most economic and socially deprived Families in one or all of the projects operated by the Authority.
- (2) Maintain a resident body in each property composed of Families with a broad range of income paying ability which is generally representative of the range of incomes of low income Families in the Authority's area of operation as defined by State law.

Attachments

PHDEP
Plan for Addressing the Problem of
Drug-Related Crime

The **Shawnee Housing Authority’s PHDEP** plan will address the drug-related crime problem and the problems associated with it in all Shawnee Housing Authority Developments. Crime problems are illustrated throughout the plan with long and short-term goals to address these problems. The goals incorporate proposed activities that will be implemented to address certain drug-related crime problems. Descriptions of activities will include how the activity will promote the reduction/elimination of the specific drug-related crime, baseline statistics and the proposed measure of performance to be achieved. All programs will be coordinated with our *One Strike and You’re Out Policy*. Our goal is to reduce drug-related crime and drugs in all developments by measurable amounts.

Crime Statistics

The following table provides the baseline data for the FY 2000 PHDEP. Crime Statistics were based on all police reports filed and actual arrests made in the PHDEP targeted developments. Baseline data was obtained during the period of July 1998 to June 1999.

Reported Part I Crimes	
Homicide	0
Rape	4
Robbery	0
Aggravated Assault	31
Burglary	31
Larceny	11
Auto Theft	6
Arson	0
Total Reported Part I Crimes	83

Drug Arrests*	
Felony	10
Misdemeanor	0
Total Drug Arrests	10

**Baseline information utilized on drug arrests did not differentiate felonies from misdemeanors. The police officer indicated that most drug arrests were felonies and all drug arrests were reported as such.*

Reported Part II Crimes	
Drug Abuse Violations	29
Simple Assault	
Vandalism	8
Weapons Violations	22
Total Part II Crimes	59

Other Crime Data	
Gang Activity	6
Child Abuse/Neglect	8
Domestic Abuse	8
Felony Warrant	4
Misdemeanor Warrant	56
Grand Total Reported Crimes	82

1996 Uniform Crime Reports

The following table provides additional baseline data for the FY 2000 PHDEP. The Uniform Crime Report provides the number of offenses known to police. Oklahoma cities of comparable size are detailed.

City	Population	Crime Index	MURDER	RAPE	ASSAULT	BURGLARY	LARCENY	CAR THEFT
Altus	22,596	1,491	0	8	193	274	962	40
Ardmore	23,906	2,751	1	N/A	229	525	1,839	114
Del City	24,065	1,262	0	5	49	289	803	98
Duncan	22,460	1,280	0	5	49	257	908	44
Ponca City	26,413	1,676	0	27	99	348	1,107	79
Shawnee	28,246	2,145	1	9	94	465	1,381	161
Totals		10,605	2	61	688	2,158	7,000	536
Shawnee Percentages		20%	50%	15%	14%	22%	20%	30%

When compared with the cities of comparable size in Oklahoma:

- Shawnee had the highest number of car thefts of the five cities
- Shawnee had the next to highest number of larcenies
- Shawnee had the next to highest number of burglaries
- Shawnee tied for the next to highest number of robberies
- Shawnee tied for the highest number of murders
- Shawnee had the next to highest crime index of the five cities in Oklahoma of comparable size

1997 City of Shawnee UCR		Comparison of 1996 UCR data to 1997	
Murder	3	Murder increased by	300%
Rape	15	Rape increased by	60%
Robbery	34		
Aggravated Assault and Battery	74	Aggravated Assault and Battery decreased by	20%
Burglary	485	Burglary increased by	4%
Larceny	1441	Larceny increased by	4%
Auto theft	541	Auto theft decreased by	4%

Plan to Reduce Drugs

The **Shawnee Housing Authority's** Public Housing Drug Elimination Program is making a measurable difference in the public housing communities located in Shawnee. This is best evidenced by the information that the full time officer, Officer Rick Greenland, documents in a letter dated June 10, 1999 which is contained in Attachment 1 of this section. Officer Rick Greenland states, *"The success is that in 1997 the **Shawnee Housing Authority** properties accounted for 42% of the drug arrest in the City of Shawnee, made by officers assigned to the grant project. In 1998 this number dropped to 13%."* He goes on to state that there is much work left to be done, *"There are many areas that still need to be worked on, such as domestic violence, alcohol abuse, assaults, and certain concentrated areas of street level drug and gang activity that effect the housing areas."* While conditions are improving strides still need to be made.

The plan to reduce drug-related crime is impacting the residents as well. The attitudes of residents are improving. Officer Greenland notes that, *"Parents now allow their children to play outside and tenants are planting flowers just mention a few."* The stigma associated with public housing is slowly being improved as a result of the plans that have addressed the problems of drug-related crime. It is now time to continue to improve the efforts to reduce drug-related crime because it will become increasingly difficult to continue to make the strides in the degree that have been made thus far with the Public Housing Drug Elimination Program.

The **Shawnee Housing Authority's** Plan for Addressing the Problem of Drug-Related Crime continues to be a comprehensive strategy. This strategy includes management strategies that support the overall goal of reducing drug-related crime by continuing to implement the stricter polices and eviction procedures and the *One Strike You're Out Policy*, providing visible community policing, maintaining the current level of one full time law enforcement officer dedicated to the **Shawnee Housing Authority**, increasing cooperation with law enforcement agencies such as the District Attorney's Drug Task Force, and a combination of drug abuse prevention, intervention and local agency referrals and referrals to treatment programs.

The following sections contain information related to the comprehensive strategy and will describe in detail the crime problems with long and short term goals to address these problems, the goals which incorporate proposed activities that will be implemented to address certain drug-related crime problems, descriptions of activities which include how the activity will promote the reduction/elimination of the specific drug-related crime, and baseline statistics and the proposed measure of performance to be achieved. These items will be detailed by line item.

I. 9110 – Reimbursement of Law Enforcement

Five-year goal: The **Shawnee Housing Authority** proposes to reduce Part I and II crimes by at least 7.5%.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to reduce reports of Aggravated Assault by 10% from 31 reported cases to 28 reported cases.
- 2) The **Shawnee Housing Authority** proposes to reduce reports of Burglary by 10% from 31 reported cases to 28 reported cases.
- 3) The **Shawnee Housing Authority** proposes to reduce reports of Auto Theft by 10% from 6 reported cases to 5 reported cases.
- 4) The **Shawnee Housing Authority** proposes to reduce reports of Weapons Violations by 10% from 22 reported cases to 20 reported cases.
- 5) The **Shawnee Housing Authority** proposes to reduce reports of Misdemeanor Warrants by 10% from 56 reported cases to 50 reported cases.

Reimbursement of Law Enforcement for additional security and protective services is one of the strongest arms of the **Shawnee Housing Authority's** plan for addressing the problem of drug-related crime. When this approach is combined with strong management practices the effects are dramatic. Currently, the management practices incorporated in the plan include a *One Strike You're Out Policy*, new and tougher screening, eviction, and banishment procedures, all of which are coordinated with local law enforcement and the Department of Human Services records in an effort to keep known felons out of the public housing sites. Fingerprint cards are used to check NCIC records through an agreement with law enforcement.

Under the PHDEP 2000 additional security and protective services will be provided over and above the current baseline. This activity has worked well in 1992, 1996, 1997 and 1998. Traffic in the developments has shown a decrease when the officer is on duty, and obvious drug dealing is not so obvious. Calls to the police have increased from 88 in 1992 to 147 in 1994 to over 239 in 1998. Residents know that something will be done and that it is not useless to report problems. Personal knowledge of the officer makes them more willing to report crime. 82.7% of surveyed residents requested additional police patrols and in a 1996 survey 100% of respondents requested more police presence. The officer keeps drugs and crime out of the developments by setting up roadblocks, stopping and checking cars going in and out, borrowing K-9 (canine) units and checking I.D.'s. There have been as many as 47 arrests made in a two to three hour period. Confiscation's of weapons, drugs, paraphernalia, etc. have been made. This activity deters the dealers and keeps many problems out of the sites.

Community policing stresses a partnership between residents, housing, police and other agencies to prevent/reduce crime. Pro-active measures used increased police presence, increased patrols on bikes, on foot and in the car and provided for more citizen contact to reduce drug-related crimes. This approach empowers residents and police to take advantage of and encourage the available staff referrals to other agencies and in the counseling of residents. This concept increases community involvement, assures feedback, and provides an opportunity for those needing assistance to receive it before negative action has to be taken because of detection of illegal activity.

The presence of a uniformed officer and a housing authority provided security guard will serve to let those involved in drug related activities know there is an immediate threat to their safety and well being.

With an on-site police officer the **Shawnee Housing Authority** is seeing a definite drop in obvious drug trafficking. 80% less dealing occurs on the street. Much drug activity has moved indoors. Eviction and prosecution of those caught will serve as a notice to the pushers and users that public housing has a "NO TOLERANCE" attitude when it comes to drug-related crime and use. The **Shawnee Housing Authority** intends to remove individuals that choose to live this lifestyle from the housing community and developments. These activities are having a far-reaching, long lasting effect because those involved in drugs are being permanently removed from housing areas.

The schedule of police patrols are rotated/changed so that when or where the police officer will be on the housing sites is not regularly predictable. The *One Strike You're Out Policy* is in effect. Evictions have increased by at least 25% and problem neighbors have decreased. More problems are coming from outsiders, 79.2% of residents in the 1999 survey said drug problems are caused by outsiders. Drug use by residents went down in the survey results 15.6%. There are fewer dealers in the sites, both on the street and coming into the developments as long as we keep police presence applied. Roadblocks have captured 14, 27 and 35 offenders and the officers have captured 35 fugitives on-site in one year. These were known and wanted felons, some who were supposed to be in prison at the time. Officer Greenland produced UCR reports that indicated 28% of all aggravated assault and battery's in the city occur in our developments. Over 237 reports were taken and 213 arrests were made. There are always a large number of arrests for marijuana, paraphernalia and methamphetamine use, including confiscating needles. In 1997 42% of all drug arrests were made in the Shawnee Housing Authority sites this is decreasing, to 13% in 1998, but the police presence is directly responsible for the decrease. It is critical to maintain this presence in order to continue to remain at that level and make strides to continue to improve the level.

Attachment 2 of this section contains routine and baseline services for law enforcement. A contract has been negotiated and is in place and is contained in Attachment 2 as well. One officer 40 hours per week above and beyond the baseline was incorporated into the contract for reimbursement of law enforcement. This officer was estimated to cost \$33,540.00 for 12 months. This officer will be used at different times of day and exclusively at housing developments and scattered sites for crime prevention and comprehensive security. Part I and II crimes are reported to the FBI and UCR's by the Police Department, Housing's Part I and II crimes according to the UCR's are separated from the city's and reported to the Housing Authority. These are compared to previous year's reports. The Shawnee Police Department shall collect and report information to the Authority on the officer's activities, arrests, offenses and daily problems. Reports shall be submitted during the week to the Executive Director and Grant Administrator. The police already use an Authority approved data collection form. This funding will not be used to replace funds for Law Enforcement in the local government's budget.

Evaluation of the effectiveness of this aspect of the plan will be accomplished in several ways. The measures to be used in evaluating the success of the proposed plan is comprised of several factors by which to assess the program effectiveness. Each evaluation tool is designed to overlap and work in conjunction with other evaluation factors to ensure assessment is accurate and factual.

The first evaluation method is at the local level. The Authority will record and assess through analysis all Police and Security reports including site statistics. These reports will be reviewed and databased to ensure the information is up to date and accurate as to the total program

effectiveness toward the overall goal of eradication of illicit drug-related incidents. Crime and police reports from previous years will be compared. The police officer will meet with the Resident Organization, residents and staff. Any resident being arrested for drug activity will be immediately evicted. All contact sheets, police and security reports are databased for analysis and reporting. Outsiders causing problems will be banished. Evaluation of patterns of traffic and crime are conducted as part of the daily operations and the causes are investigated and removed. If a problem needs to be addressed, fast action and utilizing management tools like evictions, letters notices, arrest warrants, etc ensure problems are solved. If at any time changes need to be made to be more effective they are implemented at the local level through evaluating the effectiveness of the above stated items routinely by the officer, Grant Administrator, Director of Housing Management and the Executive Director.

The second method of evaluation is by the Resident Organization. The Resident Organization will conduct on a need basis questionnaires and surveys concerning all program areas to evaluate the effectiveness of resident interest and participation. They will also collect data on new program ideas and modifications to ensure the programs are designed to fit the needs and desires of the majority of residents and to solve the drug problems evident. Numbers of participants and levels of crime shown will not be the only measure of success.

The third level of evaluation is achieved through routine documentation. Documentation will include a resident satisfaction survey, LOCCS items evaluation/balancing ensuring all line items balance and grant funds are correctly distributed, regular evaluation ensuring all items are eligible and taken from the right line item, and documentation of resident involvement, volunteers and in kind contributions. In addition a program evaluation form will be attached to each file to monitor the program effectiveness administratively. The program problem areas will be recorded and solutions arrived at will be recorded when found to be effective. This ensures the programs are kept on track according to the plan and timetable, program objectives, and the program effectiveness is reaching the full program potential. Also upon completion of a program it can be researched easily to determine if the program is worthy of running in the future. PHDEP activities for residents will be broken down by youth programs, adults, families, or sites. For each program category a report on the program category will be developed which will included program goals that are specific, measurable, and in this application, the results achieved and the total hours of participation in the activity. This method ensures the Housing Authority and partnership agencies do not have to keep re-inventing the wheel on programs which do not fully attain the desired program effect to deter the possession, use and sale of illicit drugs within the community. This will help to determine if the program does is in fact have a positive and long term impact to eradicate drug abuse. Comparisons to previous needs assessments will be made in order to evaluate the changes in impact of the programs over time.

Finally, an independent contractor will be located and contracted with to evaluate the effectiveness of the PHDEP programs. The independent contractor or independent survey company will be a HUD approved consultant/entity able to conduct an annual resident survey in our targeted development areas. Resident surveys will be conducted. Evaluations will be done to review the reduction in crime rates as it relates to program components, survey of residents, the baselines existing before the grant and one-half way through the grant. If adjustment and changes are needed to make programs more effective this will give the time needed to make those changes and do a budget revision if necessary to make the best use of program funds. A determination of each program activity's effectiveness, the program's results, and the impact of the program on the community and the residents will be made at this time. Results will be used to improve programs and procedures as necessary. Records will be kept not only for documentation but in an effort to share successes and the reasons for them with other entities to ensure that effective programs can benefit other agencies as well. Statistical and narrative reports from the counselor, police and other entities will be evaluated as will staff comments and

surveys. All parties will be involved in reviewing the reports received and observations reported to assess the progress of the strategy. The evaluation will be utilized to make the appropriate adjustments to programs under changing conditions to better serve the community and residents.

Narrative of Line Item Activity - Reimbursement of Law Enforcement: One full time police officer will be employed 40 hours per week to provide additional security and protective services above and beyond the baseline of law enforcement services. This line item was incorporated into a contract for reimbursement of law enforcement with the City of Shawnee Police Department. This officer was estimated to cost \$33,540.00 for 12 months. This officer will be used at different times of day and exclusively at housing developments and scattered sites for crime prevention and comprehensive security. Goals to be achieved with this line item are as follows:

Five-year goal: The **Shawnee Housing Authority** proposes to reduce Part I and II crimes by at least 7.5%.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to reduce reports of Aggravated Assault by 10% from 31 reported cases to 28 reported cases.
- 2) The **Shawnee Housing Authority** proposes to reduce reports of Burglary by 10% from 31 reported cases to 28 reported cases.
- 3) The **Shawnee Housing Authority** proposes to reduce reports of Auto Theft by 10% from 6 reported cases to 5 reported cases.
- 4) The **Shawnee Housing Authority** proposes to reduce reports of Weapons Violations by 10% from 22 reported cases to 20 reported cases.
- 5) The **Shawnee Housing Authority** proposes to reduce reports of Misdemeanor Warrants by 10% from 56 reported cases to 50 reported cases.

II. 9160 – Prevention

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to provide 70 youth alternatives to drug use through an After School Program that promotes a drug free lifestyle, improves self esteem and develops an ability to say no to drugs.
- 2) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops for youth and the Drug Free Club by 10% from 27 youth to 30 youth.
- 3) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops and the Woman to Woman Support Group by 10% from 22 to 24.

- 4) The **Shawnee Housing Authority** proposes to provide counseling and other drug prevention services to at least 10 different residents per month or spend at least 65 hours per month providing these services.
- 5) The **Shawnee Housing Authority** proposes to increase participation in the computer training class from 25 individuals to 30 individuals and maintain the level of 15 certificates of completion being awarded.

The **Shawnee Housing Authority** prevention program is a program that is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse. The Authority is focusing resources directly on Housing Authority families and residents. Prevention programs will assist residents that are using drugs, at risk of using drugs and/or committing drug-related crime by providing alternative activities such prevention education, employment development and education and training opportunities. The program will help residents gain easier access to prevention, intervention, and treatment referrals, including outreach to community resources, youth activities many of these services are available on-site. Transportation to services off-site is accessible through the Resident Organization, which conducts a weekday van route in the mornings from 8:30 to 12:00. Because of the availability of service as a result this further facilitates leveraging resources and bringing additional programs to residents.

Utilizing a holistic approach to prevention that addresses the individual resident and his or her relationship to family, peers, etc., activities are designed to identify and change factors that are present and lead to drug-related crime and other criminal activities associated with drug related problems. As a preventative measure community partnerships that are located on site include programs or services provided by One Stop Career Center, Department of Education, Neighborhood Headstart, Oklahoma Baptist University, Heritage Church, Big Brothers/Big Sisters among many others.

In a needs assessment problems of this community were identified to be as follows:

- 97% believe youth outreach is desperately needed
- 83.3% say the police officer helps stop problems
- 82.7% want more police patrols
- 79.2% say that outsiders are selling drug
- 67.2% say they believe the drug grant is helping
- 65.7% of adults say they need counseling
- 62% say the grant is helping keep kids off the streets
- 33.8% say they think drug activity has decreased

Three major problems were outlined for residents; lack of child supervision, getting a good job, drugs and alcohol tied with money problems for third in the ranking. Comments included: More child and youth supervision is needed, a drug dog is needed, police and roadblocks are needed and closer screening of new residents is needed.

The **Shawnee Housing** Authority's drug elimination plan addresses all of these identified needs with direct funding providing staff for the After School Program, a substance abuse counselor, a computer training course, and supplies. Other services are provided in kind and through community collaboration.

As with the Law Enforcement evaluation of the prevention program will be accomplished in several ways. The measures to be used in evaluating the success of the proposed plan is comprised of several factors by which to assess program effectiveness. Each evaluation tool is designed to overlap and work in conjunction with other evaluation factors to ensure assessment is accurate and factual.

The first evaluation method is at the local level. The Authority will record and assess through analysis all Police and Security reports including site statistics. These reports will be reviewed and databased to ensure the information is up to date and accurate as to the total program effectiveness toward the overall goal of eradication of illicit drug-related incidents. Crime and police reports from previous years will be compared. The police officer will meet with the Resident Organization, residents and staff. Any resident being arrested for drug activity will be immediately evicted. All contact sheets, police and security reports are databased for analysis and reporting. Outsiders causing problems will be banished. Evaluation of patterns of traffic and crime are conducted as part of the daily operations and the causes are investigated and removed. If a problem needs to be addressed, fast action and utilizing management tools like evictions, letters notices, arrest warrants, etc ensure problems are solved. If at any time changes need to be made to be more effective they are implemented at the local level through evaluating the effectiveness of the above stated items routinely by the officer, Grant Administrator, Director of Housing Management and the Executive Director.

The second method of evaluation is by the Resident Organization. The Resident Organization will conduct on a need basis questionnaires and surveys concerning all program areas to evaluate the effectiveness of resident interest and participation. They will also collect data on new program ideas and modifications to ensure the programs are designed to fit the needs and desires of the majority of residents and to solve the drug problems evident. Numbers of participants and levels of crime shown will not be the only measure of success.

The third level of evaluation is achieved through routine documentation. Documentation will include a resident satisfaction survey, LOCCS items evaluation/balancing ensuring all line items balance and grant funds are correctly distributed, regular evaluation ensuring all items are eligible and taken from the right line item, and documentation of resident involvement, volunteers and in kind contributions. In addition a program evaluation form will be attached to each file to monitor the program effectiveness administratively. The program problem areas will be recorded and solutions arrived at will be recorded when found to be effective. This ensures the programs are kept on track according to the plan and timetable, program objectives, and the program effectiveness is reaching the full program potential. Also upon completion of a program it can be researched easily to determine if the program is worthy of running in the future. PHDEP activities for residents will be broken down by youth programs, adults, families, or sites. For each program category a report on the program category will be developed which will included program goals that are specific, measurable, and in this application, the results achieved and the total hours of participation in the activity. This method ensures the Housing Authority and partnership agencies do not have to keep re-inventing the wheel on programs which do not fully attain the desired program effect to deter the possession, use and sale of illicit drugs within the community. This will help to determine if the program does is in fact have a positive and long term impact to eradicate drug abuse. Comparisons to previous needs assessments will be made in order to evaluate the changes in impact of the programs over time.

Finally, an independent contractor will be located and contracted with to evaluate the effectiveness of the PHDEP programs. The independent contractor or independent survey company will be a HUD approved consultant/entity able to conduct an annual resident survey in our targeted development areas. Resident surveys will be conducted. Evaluations will be done to review the reduction in crime rates as it relates to program components, survey of residents, the

baselines existing before the grant and one-half way through the grant. If adjustment and changes are needed to make programs more effective this will give the time needed to make those changes and do a budget revision if necessary to make the best use of program funds. A determination of each program activity's effectiveness, the program's results, and the impact of the program on the community and the residents will be made at this time. Results will be used to improve programs and procedures as necessary. Records will be kept not only for documentation but in an effort to share successes and the reasons for them with other entities to ensure that effective programs can benefit other agencies as well. Statistical and narrative reports from the counselor, police and other entities will be evaluated as will staff comments and surveys. All parties will be involved in reviewing the reports received and observations reported to assess the progress of the strategy. The evaluation will be utilized to make the appropriate adjustments to programs under changing conditions to better serve the community and residents.

A. After School Program

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to provide 70 youth alternatives to drug use through an After School Program that promotes a drug free lifestyle, improves self esteem and develops an ability to say no to drugs.

Increased incidents of vandalism and school drop-out rates in the area lead to the establishment of an after school program five years ago. The goal now is to offer expanded after school programs like tutoring and mentoring with a variety of fun and innovative prevention packed activities. In the 1996 grant application the target number of youth to be assisted was 70. In April of 1998 104 children were enrolled in the after school program. For the period of January 1, 1999 to June 30, 1999, a six month period, 281 different youth enrolled by participating in the after school program. This participation is an unbelievable increase. Part of the increase is due to the high turnover in housing units but the other reason is simply that our survey says it all, more youth activities and counseling are needed.

This program has proven successful because the kids can come and do fun things like crafts with beads or things that use special supplies or equipment. The programs are directed by qualified staff who help young people with the issues they face in everyday life and by creating a sense of belonging and accomplishment. Adults give guidance and teach values inherent in the relationship between boys and girls and their peers. Adults organize leadership, counseling, recreation, drug free and cultural events. Drug education, workshops, videos, pamphlets and a certified counselor are included on-site. Refusal and restraint skills are a part of prevention activities and must be a component of youth programs.

Young people participate in organized activities, educational tutoring and anti-drug programs. Classes are given by positive role models who have been successful in encouraging youth. Kids need positive supervised, structured programs to reduce boredom, gang activity and to keep

them off the streets. The after school program provides multiple opportunities for children to have plenty of activities in which to participate.

A positive climate exists in the community center during program activities, the number of youth participating has increased dramatically and there is a very high level of activity during operating hours. Children show up early or are waiting for the program to start. 97% of adults surveyed stated that there was a need for more youth programs. Children are able to participate in this program at no cost. Resident volunteers help with special events, bring food and help with field trips. Volunteers have even made, copied and distributed flyers about the program.

The importance of youth education will continue to be seen over a period of years and this aspect of prevention is critical to continue because of the continuous turnover in residents. It is imperative that the anti-drug message be delivered to each and every child that resides in public housing and one of the best mechanisms for this delivery is the After School program. Another benefit the After School program provides is that children are provided with the skills to break the cycle of addictions.

To adequately staff the After School program because of the large numbers that can attend at one time, the numerous prevention programs such as, after school, computer learning center, tutoring, parenting, counseling, recreation and Drug Free Club, etc., it requires at a minimum two staff members, an After School Director and an After School Assistant. The After School Director will be responsible for the coordination, implementation and supervision of the After School program and its volunteers. This position will be for 19.5 hours per week for twelve months at a rate of \$7.50 per hour. The cost for the After School Director for twelve months is \$7,605. Fringe benefits are calculated at 7.65% and are to be \$581.79. The total cost for the After School Director is \$8,186.79. The After School Assistant would be responsible for preparation of the activities, assisting the director with administrative tasks and would help the program director divide up the children and do individual activities with different age groups. The After School Assistant position will be for 19.5 hours per week for twelve months at a rate of \$6.50 per hour. The cost for the After School Assistant for twelve months is \$6,084.00. Fringe benefits are calculated at 7.65% and are to be \$465.43. The total cost for the After School Assistant is \$6,549.43.

In addition to the evaluation methods mentioned in Section II, the goal to provide 70 youth alternatives to drug use through an After School Program that promotes a drug free lifestyle, improves self esteem and develops an ability to say no to drugs, will be evaluated by a survey conducted semi-annually to determine if the positive anti-drug skills are being developed in the youth.

Narrative of Line Item Activity – After School Program Director: The **Shawnee Housing Authority** offers an expanded after school program which includes tutoring and mentoring with a variety of fun and innovative prevention packed activities. To adequately staff the After School program because of the large numbers that can attend at one time, the numerous prevention programs such as, after school, computer learning center, tutoring, parenting, counseling, recreation and Drug Free Club, etc., it requires at a minimum two staff members, an After School Director and an After School Assistant. The After School Director will be responsible for the coordination, implementation and supervision of the After School program and its volunteers. This position will be for 19.5 hours per week for twelve months at a rate of \$7.50 per hour. The cost for the After School Director for twelve months is \$7,605. Fringe benefits are calculated at 7.65% and are to be \$581.79. The total cost for the After School Director is \$8,186.79.

19.5 hours per week x \$7.50 per hour x 52 weeks = \$ 7,605.00 for 12 months
Fringe benefits for \$7,605.00: \$7,605 x .0765 (7.65%) = \$581.79 for 12 months
Total cost for the After School Director = \$8,186.79.

Narrative of Line Item Activity – After School Program Assistant: The **Shawnee Housing Authority** offers an expanded after school program which includes tutoring and mentoring with a variety of fun and innovative prevention packed activities. To adequately staff the After School program because of the large numbers that can attend at one time, the numerous prevention programs such as, after school, computer learning center, tutoring, parenting, counseling, recreation and Drug Free Club, etc., it requires at a minimum two staff members, an After School Director and an After School Assistant. The After School Assistant would be responsible for preparation of the activities, assisting the director with administrative tasks and would help the program director divide up the children and do individual activities with different age groups. The After School Assistant position will be for 19.5 hours per week for twelve months at a rate of \$6.50 per hour. The cost for the After School Assistant for twelve months is \$6,084.00. Fringe benefits are calculated at 7.65% and are to be \$465.43. The total cost for the After School Assistant is \$6,549.43.

19.5 hours per week x \$6.50 per hour x 52 weeks = \$ 6,084.00 for 12 months
Fringe benefits for \$6,084.00: \$7,605 x .0765 (7.65%) = \$465.43 for 12 months
Total cost for the After School Assistant = \$6,549.43.

Goals to be achieved with these line items are as follows:

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to provide 70 youth alternatives to drug use through an After School Program that promotes a drug free lifestyle, improves self esteem and develops an ability to say no to drugs.

B. Prevention Counseling Program

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops for youth and the Drug Free Club by 10% from 27 youth to 30 youth.
- 2) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops and the Woman to Woman Support Group by 10% from 22 to 24.
- 3) The **Shawnee Housing Authority** proposes to provide counseling and other drug prevention services to at least 10 different residents per month or spend at least 65 hours per month providing these services.

The **Shawnee Housing Authority** has identified a need for family, youth and individual counseling. 95% of residents requested this service and over 50% of residents have no car to get to services. It is imperative that these services be located on-site. Companion with this need for individual counseling is the opportunity for individuals to get together in groups and see that the issues that they are confronted with are not isolated to them and that it is much easier to address a problem if they have a support network within their community. One very effective way to accomplish this is by conducting workshops and developing support groups on-site utilizing a counselor to coordinate these activities. The counselor would also be responsible for any necessary intervention and is detailed in the Intervention line item as a portion of the contract is allocated to it. The **Shawnee Housing Authority** negotiated a renewable contract for this service.

The prevention education and counseling services the contract counselor provides includes information and services in both preventative and crisis circumstances and the contract counselor must be a licensed Certified Alcohol and Drug Counselor (CADC) as result of the severe nature of the resident's problems. The counselor will also be required to be certified to teach parenting. Because intervention is also included in this contract a portion of the contract will be allocated from the intervention line item. The breakdown of disbursement is that 70% of the counselor contract will be allocated to prevention and 30% will be allocated to Intervention. This contract will be for a 12-month period. In a three-year period there has not been an increase in the amount allocated for this contract and an 8% increase has been incorporated in this line. The amount allocated to prevention is \$23,618.68.

Due to the high level of drug abuse, school drop out rates and drug-related crimes in the housing neighborhoods workshops that teach or deliver a strong prevention message are critical and as necessary intervention can occur utilizing the workshops to identify those in need of intervention. The goal is to reduce crime, reduce drug problems, increase accessibility to services and include prevention for parents and youth. This will be accomplished by providing on-site training in parenting, refusal and restraint skills to youth, coping skills, etc. Resources available to the counselor include approximately 50 videotapes, manuals and instructor manuals. These resources include titles such as a collection entitled Parent to Parent 2000, Just Say No, etc. and resources deal with topics such as parenting, teen issues, self-esteem, refusal skills and many, many others. The targeted outcome of these sessions is to help parents and addicts

living in housing fight the feelings of helplessness and hopelessness while they are faced with poverty issues, single parenting, etc., and help them find their strength to overcome their barriers while still living in an environment that battles daily with drug problems.

During the period of January 1st, 1999 to June 30th, 1999, **a six month period**, the counselor has provided; 27 youth, services related to workshops and support groups equating to 320 hours of dedicated prevention education, 22 adults, services related to workshops and support groups equating to 70 hours of dedicated prevention education, 205 counseling and other drug prevention services equating to 312 hours of services, and has assisted in the placement of 3 individuals in a treatment facility. Maintaining this level of service does not leave huge amounts of time for taking the numerous phone calls that are received, planning, reporting, community networking and outreach but our current counselor still manages to perform at an exceptionally high level and make a measurable impact on the housing community.

Curriculum of the workshops in the past have addressed issues related to addiction, aftercare assistance, refusal and restraint targeting youth, substance abuse, self-esteem, leadership, problem solving, drug abuse education, local referral agencies available, trust, and developing positive relations with the housing authority. The 6 workshops that will be provided throughout the term of the grant will be determined by need. Because there is constant turnover within housing many times workshops need to be repeated or plans need to be adjusted because of a quickly surfacing need which many times is identified as a result of individual counseling. Tentative calendars will be developed with expected needs but inherently in this schedule there needs to be a degree of flexibility because of this.

Effectiveness of the activities described will be evaluated utilizing the methods described in Section II.

Narrative of Line Item Activity – Drug Prevention Counselor: The contract counselor provides prevention education and counseling services that include information and services in both preventative and crisis circumstances. The contract counselor must be a licensed Certified Alcohol and Drug Counselor (CADC) as result of the severe nature of the resident's problems. The counselor will also be required to be certified to teach parenting. Because intervention is also included in this contract a portion of the contract will be allocated from the intervention line item. The breakdown of disbursement is that 70% of the counselor contract will be allocated to prevention and 30% will be allocated to Intervention. The **Shawnee Housing Authority** negotiated a renewable contract for this service. This contract will be for a 12-month period. In a three-year period there has not been an increase in the amount allocated for this contract and an 8% increase has been incorporated in this line. The amount allocated to prevention is \$23,618.68. Goals to be achieved with this line item are as follows:

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops for youth and the Drug Free Club by 10% from 27 youth to 30 youth.

- 2) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops and the Woman to Woman Support Group by 10% from 22 to 24.
- 3) The **Shawnee Housing Authority** proposes to provide counseling and other drug prevention services to at least 10 different residents per month or spend at least 65 hours per month providing these services.

C. Computer Education Training

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to increase participation in the computer training class from 25 individuals to 30 individuals and maintain the level of 15 certificates of completion being awarded.

Long identified as a problem for the residents in the **Shawnee Housing Authority** has been the lack of job skills and job opportunities, increased crime, concealed drug dealing, lack of ways to make money legitimately. Surveys have indicated that 57% of our resident families are unemployed and 100% of residents indicated that they wanted more educational opportunities.

The **Shawnee Housing Authority** community center has a learning center. Contained in this center are 10 computers, 2 typewriters, dictionaries, resume samples and other materials necessary for various employment and employment readiness activities. In addition 13 computers have been donated and require some hardware but will be incorporated into the center upon completion of the upgrades. The community center provides access to the newspaper's help wanted ads and posts job listings from the employment office's One Stop Center so that residents are able to apply for positions more easily and are more prepared when they do. The center is available from 8:30 to 6:00 on weekdays. Community center staff are available to assist in its use.

This learning center can be utilized in many different ways. It is used by the after school program in the afternoons and the housing authority continues to offer on-site educational opportunities to combat a high drop out rate and provide a mechanism for residents to learn computer skills in the evenings. The center is currently equipped to offer the following computer classes; Introduction to Computer, Typing, DOS, Windows, Power Point, Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft Office. Included in the equipment to teach these courses is the required course books which are extremely user friendly and are used by the local Vo-tech as well.

The computer classes are self paced, non-threatening and offered year round for two hours, two nights a week. Regular classroom settings have been attempted at the center but have been less successful. A more relaxed, non-threatening environment has proven more appealing to the target population because many have had problems in earlier educational environments that were more structured and instructor paced. The potential for failure is removed because there is no grading simply completion when you have mastered the skill. There has been a continuous flow

of students moving back and forth from the computer classes and the GED class that is also offered in the evenings at the center. Completing both programs by residents means one thing to them, they become much more employable in the job market. Most positions require a GED and computer skills and both of these are provided to residents at no cost to them. The housing authority even provides the computer disks for the computer class.

In the six month period of January 1st, 1999 to June 30th, 1999 30 individuals participated in the computer class, 15 received certificates of completion and 777 computer class hours were completed.

The housing authority would like to continue to fund this program utilizing PHDEP funds. The instructor's fee is \$20.00 per hour. The class is four hours per week and is offered 50 weeks throughout the year. The total cost for the class is \$4,000 per year and will be offered one year with PHDEP.

Evaluation of the effectiveness of the computer class described will be done utilizing the methods described in Section II.

Narrative of Line Item Activity – Computer Education Training: The **Shawnee Housing Authority** community center has a learning center. Contained in this center are 10 computers, 2 typewriters, dictionaries, resume samples and other materials necessary for various employment and employment readiness activities. In addition, 13 computers have been donated and require some hardware but will be incorporated into the center upon completion of the upgrades. The center is currently equipped to offer the following computer classes; Introduction to Computer, Typing, DOS, Windows, Power Point, Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft Office. Included in the equipment to teach these courses is the required course books which are extremely user friendly and are used by the local Vo-tech as well. The computer classes are self paced, non-threatening and offered year round for two hours, two nights a week. The housing authority would like to continue to fund this program utilizing PHDEP funds. The instructor's fee is \$20.00 per hour. The class is four hours per week and is offered 50 weeks throughout the year. The total cost for the class is \$4,000 per year and will be offered one year with PHDEP. Goals to be achieved with this line item are as follows:

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 2) The **Shawnee Housing Authority** proposes to increase participation in the computer training class from 25 individuals to 30 individuals and maintain the level of 15 certificates of completion being awarded.

D. Prevention Supplies

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support

services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

Narrative of Line Item Activity – Prevention Supplies: In order to meet the overall goals of the program there will be required supplies for the various programs and activities. Items such as paper, crayons, pencils, cups, napkins, other craft materials, and other administrative supplies necessary to effectively administer the program will be purchased. \$1,102.81 has been budgeted for supplies for one year. The housing authority has committed to assist with any shortage of supplies due to a decrease of 2/3rds in the supply budget.

III. 9160 – Intervention

Five year goal: The **Shawnee Housing Authority** proposes to identify at least 30 drug users, assist them in modifying their behavior and in obtaining early treatment at a treatment facility with at least one drug user successfully completing treatment and remaining drug free for 1 year thereby decreasing drug-related activity in the housing community.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to provide at least 5 referrals for placement with a treatment facility.

As was previously stated under the prevention counselor in Section II,B the high level of drug abuse, school drop out rates and drug-related crimes in the housing neighborhoods make workshops that teach or deliver a strong prevention message critical. These workshops can be utilized by the counselor as mechanism to identify those in need of intervention. The goal of the prevention workshops is to reduce crime, reduce drug problems, increase accessibility to services and include prevention for parents and youth. This will be accomplished by providing on-site training in parenting, refusal and restraint skills to youth, coping skills, etc. Resources available to the counselor include approximately 50 videotapes, manuals and instructor manuals. These resources include titles such as a collection entitled Parent to Parent 2000, Just Say No, etc. and resources deal with topics such as parenting, teen issues, self-esteem, refusal skills and many, many others. The targeted outcome of these sessions is to help parents and addicts living in housing fight the feelings of helplessness and hopelessness while they are faced with poverty issues, single parenting, etc., and help them find their strength to overcome their barriers while still living in an environment that battles daily with drug problems.

The housing authority realizes that there will be times that prevention is not enough that problems already exist and that intervention is required. The degree of this problem is evidenced in the statistics from the six-month period, January 1st, 1999 to June 30th, 1999. In a six-month period 3 individuals were referred for placement in a drug treatment facility. Drug arrests continue to be made in the housing community. Because one of the most successful ways to bridge the gap from denial to intervention in the housing community is with a strong link to the prevention program, this link is maintained. The counselor works very hard to facilitate feelings of trust so that intervention can occur when the resident is ready and sometimes before by leading them in that direction.

The prevention education and counseling services the contract counselor provides includes information and services in both preventative and crisis circumstances and the contract counselor must be a licensed Certified Alcohol and Drug Counselor (CADC) as result of the severe nature of the resident's problems. The counselor will also be required to be certified to teach parenting. Because intervention is also included in this contract a portion of the contract

will be allocated from the intervention line item. The breakdown of disbursement is that 70% of the counselor contract will be allocated to prevention and 30% will be allocated to Intervention. This contract will be for a 12-month period. In a three-year period there has not been an increase in the amount allocated for this contract and an 8% increase has been incorporated in this line. The amount allocated to intervention is \$10,122.29.

The intervention counselor is able to utilize information related to police and security reports that identify high-risk behaviors. Many times these reports identify suspected drug users and drug-related crime. The counselor is able to intervene using the reports as the basis. By approaching the resident because there could be problems with their housing as a result of their behaviors and because of their interaction with the police or security officer, the counselor is able to offer the services that are available to all residents and explain how they might be able to help. Many times links made because of an unrelated incident such as child neglect, lease violations like parties and inappropriate alcohol use, domestic abuse, etc. lead to intervention. While on the other hand many times by the time a household appears in the report for a drug-related activity the activities are so progressed that the counselor has very little time to intervene before the resident makes mistakes that cost them their housing. This at times frustrates the counselor because of strides that were being made and the counselor feels that a break was about to be made and intervention might have been received. This is a necessary evil in order to maintain the *One Strike You're Out Policy* and to deliver a no tolerance message. At no time has a resident been evicted for voluntarily seeking help. They are evicted for making a mistake and getting caught before intervention is requested. Residents feel the pressure that the increased police presence has placed on drug users. Most feel more secure because of it.

Another aspect of the role of the counselor in intervention is aftercare should a resident receive treatment while in housing or before entering, the counselor is available for the aftercare and support. Components included in aftercare also include links to educational and vocational counseling and coordination of services between agencies including mental and public health programs.

Other types of intervention supportive services that the contract counselor will provide include referrals to tribal agencies, treatment agencies, transportation services, support groups, counseling in women's issues, formal referrals for Medicaid and alternatively funded treatment services.

As with the Law Enforcement and Prevention portions of the grant, evaluation of the prevention program will be accomplished in several ways. The measures to be used in evaluating the success of the proposed plan is comprised of several factors by which to assess program effectiveness. Each evaluation tool is designed to overlap and work in conjunction with other evaluation factors to ensure assessment is accurate and factual.

The first evaluation method is at the local level. The Authority will record and assess through analysis all Police and Security reports including site statistics. These reports will be reviewed and databased to ensure the information is up to date and accurate as to the total program effectiveness toward the overall goal of eradication of illicit drug-related incidents. Crime and police reports from previous years will be compared. The police officer will meet with the Resident Organization, residents and staff. Any resident being arrested for drug activity will be immediately evicted. All contact sheets, police and security reports are databased for analysis and reporting. Outsiders causing problems will be banished. Evaluation of patterns of traffic and crime are conducted as part of the daily operations and the causes are investigated and removed. If a problem needs to be addressed, fast action and utilizing management tools like evictions, letters notices, arrest warrants, etc ensure problems are solved. If at any time changes need to be made to be more effective they are implemented at the local level through

evaluating the effectiveness of the above stated items routinely by the officer, Grant Administrator, Director of Housing Management and the Executive Director.

The second method of evaluation is by the Resident Organization. The Resident Organization will conduct on a need basis questionnaires and surveys concerning all program areas to evaluate the effectiveness of resident interest and participation. They will also collect data on new program ideas and modifications to ensure the programs are designed to fit the needs and desires of the majority of residents and to solve the drug problems evident. Numbers of participants and levels of crime shown will not be the only measure of success.

The third level of evaluation is achieved through routine documentation. Documentation will include a resident satisfaction survey, LOCCS items evaluation/balancing ensuring all line items balance and grant funds are correctly distributed, regular evaluation ensuring all items are eligible and taken from the right line item, and documentation of resident involvement, volunteers and in kind contributions. In addition a program evaluation form will be attached to each file to monitor the program effectiveness administratively. The program problem areas will be recorded and solutions arrived at will be recorded when found to be effective. This ensures the programs are kept on track according to the plan and timetable, program objectives, and the program effectiveness is reaching the full program potential. Also upon completion of a program it can be researched easily to determine if the program is worthy of running in the future. PHDEP activities for residents will be broken down by youth programs, adults, families, or sites. For each program category a report on the program category will be developed which will included program goals that are specific, measurable, and in this application, the results achieved and the total hours of participation in the activity. This method ensures the Housing Authority and partnership agencies do not have to keep re-inventing the wheel on programs which do not fully attain the desired program effect to deter the possession, use and sale of illicit drugs within the community. This will help to determine if the program does in fact have a positive and long term impact to eradicate drug abuse. Comparisons to previous needs assessments will be made in order to evaluate the changes in impact of the programs over time.

Finally, an independent contractor will be located and contracted with to evaluate the effectiveness of the PHDEP programs. The independent contractor or independent survey company will be a HUD approved consultant/entity able to conduct an annual resident survey in our targeted development areas. Resident surveys will be conducted. Evaluations will be done to review the reduction in crime rates as it relates to program components, survey of residents, the baselines existing before the grant and one-half way through the grant. If adjustment and changes are needed to make programs more effective this will give the time needed to make those changes and do a budget revision if necessary to make the best use of program funds. A determination of each program activity's effectiveness, the program's results, and the impact of the program on the community and the residents will be made at this time. Results will be used to improve programs and procedures as necessary. Records will be kept not only for documentation but in an effort to share successes and the reasons for them with other entities to ensure that effective programs can benefit other agencies as well. Statistical and narrative reports from the counselor, police and other entities will be evaluated as will staff comments and surveys. All parties will be involved in reviewing the reports received and observations reported to assess the progress of the strategy. The evaluation will be utilized to make the appropriate adjustments to programs under changing conditions to better serve the community and residents.

Narrative of Line Item Activity – Drug Intervention Counselor: The contract counselor provides prevention education and counseling services that include information and services in both preventative and crisis circumstances. The housing authority realizes that there will be times that prevention is not enough that problems already exist and that intervention is required.

The contract counselor must be a licensed Certified Alcohol and Drug Counselor (CADC) as result of the severe nature of the resident's problems. The counselor will also be required to be certified to teach parenting. Because intervention is also included in this contract a portion of the contract will be allocated from the intervention line item. The breakdown of disbursement is that 30% of the counselor contract will be allocated to intervention and 70% will be allocated to prevention. The **Shawnee Housing Authority** negotiated a renewable contract for this service. This contract will be for a 12-month period. In a three-year period there has not been an increase in the amount allocated for this contract and an 8% increase has been incorporated in this line. The amount allocated to intervention is \$10, 122.29. Goals to be achieved with this line item are as follows:

Five year goal: The **Shawnee Housing Authority** proposes to identify at least 30 drug users, assist them in modifying their behavior and in obtaining early treatment at a treatment facility with at least one drug user successfully completing treatment and remaining drug free for 1 year thereby decreasing drug-related activity in the housing community.

PHDEP 2000 Goals

The **Shawnee Housing Authority** proposes to provide at least 5 referrals for placement with a treatment facility.

IV. 9190 – Other - Resident Initiatives Coordinator

Five year goal: The **Shawnee Housing Authority** proposes to implement, administer, supervise, evaluate and make necessary modifications to the PHDEP grant and ensure an effective program that decreases drug-related crime and activity in the housing community.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to implement sound administrative and evaluative practices that ensures that all goals are met and supporting documentation is in place.

The Resident Initiatives Coordinator (RIC) is responsible for the implementation, coordination and supervision of all grant programs, contracts and personnel positions developed under PHDEP Grant funding. The RIC interacts with residents concerning drug-related issues and other programs. Further, the RIC will conduct continual evaluations of all program areas, ensuring sound, innovative programs are in force at all times, and initiate revisions when necessary to ensure residents and volunteers are receiving the full program potential. The RIC is responsible for developing, writing, and implementing policies, developing grant applications, and implementing the programs with oversight, organization, coordination, advisement from the resident organization. In addition, the RIC is responsible for grant budget management and reporting. The RIC will be responsible for the required databasing of all police reports and statistics.

The RIC is also responsible for ensuring that all the following evaluation methods are implemented as stated.

The measures to be used in evaluating the success of the proposed plan is comprised of several factors by which to assess program effectiveness. Each evaluation tool is designed to overlap

and work in conjunction with other evaluation factors to ensure assessment is accurate and factual.

The first evaluation method is at the local level. The Authority will record and assess through analysis all Police and Security reports including site statistics. These reports will be reviewed and databased to ensure the information is up to date and accurate as to the total program effectiveness toward the overall goal of eradication of illicit drug-related incidents. Crime and police reports from previous years will be compared. The police officer will meet with the Resident Organization, residents and staff. Any resident being arrested for drug activity will be immediately evicted. All contact sheets, police and security reports are databased for analysis and reporting. Outsiders causing problems will be banished. Evaluation of patterns of traffic and crime are conducted as part of the daily operations and the causes are investigated and removed. If a problem needs to be addressed, fast action and utilizing management tools like evictions, letters notices, arrest warrants, etc ensure problems are solved. If at any time changes need to be made to be more effective they are implemented at the local level through evaluating the effectiveness of the above stated items routinely by the officer, Grant Administrator, Director of Housing Management and the Executive Director.

The second method of evaluation is by the Resident Organization. The Resident Organization will conduct on a need basis questionnaires and surveys concerning all program areas to evaluate the effectiveness of resident interest and participation. They will also collect data on new program ideas and modifications to ensure the programs are designed to fit the needs and desires of the majority of residents and to solve the drug problems evident. Numbers of participants and levels of crime shown will not be the only measure of success.

The third level of evaluation is achieved through routine documentation. Documentation will include a resident satisfaction survey, LOCCS items evaluation/balancing ensuring all line items balance and grant funds are correctly distributed, regular evaluation ensuring all items are eligible and taken from the right line item, and documentation of resident involvement, volunteers and in kind contributions. In addition a program evaluation form will be attached to each file to monitor the program effectiveness administratively. The program problem areas will be recorded and solutions arrived at will be recorded when found to be effective. This ensures the programs are kept on track according to the plan and timetable, program objectives, and the program effectiveness is reaching the full program potential. Also upon completion of a program it can be researched easily to determine if the program is worthy of running in the future. PHDEP activities for residents will be broken down by youth programs, adults, families, or sites. For each program category a report on the program category will be developed which will included program goals that are specific, measurable, and in this application, the results achieved and the total hours of participation in the activity. This method ensures the Housing Authority and partnership agencies do not have to keep re-inventing the wheel on programs which do not fully attain the desired program effect to deter the possession, use and sale of illicit drugs within the community. This will help to determine if the program does is in fact have a positive and long term impact to eradicate drug abuse. Comparisons to previous needs assessments will be made in order to evaluate the changes in impact of the programs over time.

Finally, an independent contractor will be located and contracted with to evaluate the effectiveness of the PHDEP programs. The independent contractor or independent survey company will be a HUD approved consultant/entity able to conduct an annual resident survey in our targeted development areas. Resident surveys will be conducted. Evaluations will be done to review the reduction in crime rates as it relates to program components, survey of residents, the baselines existing before the grant and one-half way through the grant. If adjustment and changes are needed to make programs more effective this will give the time needed to make those changes and do a budget revision if necessary to make the best use of program funds. A

determination of each program activity's effectiveness, the program's results, and the impact of the program on the community and the residents will be made at this time. Results will be used to improve programs and procedures as necessary. Records will be kept not only for documentation but in an effort to share successes and the reasons for them with other entities to ensure that effective programs can benefit other agencies as well. Statistical and narrative reports from the counselor, police and other entities will be evaluated as will staff comments and surveys. All parties will be involved in reviewing the reports received and observations reported to assess the progress of the strategy. The evaluation will be utilized to make the appropriate adjustments to programs under changing conditions to better serve the community and residents.

Narrative of Line Item Activity – Resident Initiative Coordinator: The Resident Initiatives Coordinator (RIC) is responsible for the implementation, coordination and supervision of all grant programs, contracts and personnel positions developed under PHDEP Grant funding. The RIC interacts with residents concerning drug-related issues and other programs. Further, the RIC will conduct continual evaluations of all program areas, ensuring sound, innovative programs are in force at all times, and initiate revisions when necessary to ensure residents and volunteers are receiving the full program potential. The RIC is responsible for developing, writing, and implementing policies, developing grant applications, and implementing the programs with oversight, organization, coordination, advisement from the resident organization. In addition, the RIC is responsible for grant budget management and reporting. The RIC will be responsible for the required databasing of all police reports and statistics. The RIC is also responsible for ensuring that the evaluation methods are implemented as stated. 20% of the RIC's time will be allocated to the PHDEP grant. The amount allocated to other for the Resident Initiatives Coordinator position is \$7,780.00 with fringe benefits being \$1,900.00. The total funding for the RIC position is \$9,680. Goals to be achieved with this line item are as follows:

Five year goal: The **Shawnee Housing Authority** proposes to implement, administer, supervise, evaluate and make necessary modifications to the PHDEP grant and ensures an effective program that decreases drug-related crime and activity in the housing community.

PHDEP 2000 Goals

- 1) The **Shawnee Housing Authority** proposes to implement sound administrative and evaluative practices that ensures that all goals are met and supporting documentation is in place.

V. Non PHDEP Funded Programs

The following are brief descriptions of programs or services that are located in the housing community and in most cases on-site in the community center that require no PHDEP funding.

Education is being furthered through the utilization of the State Department of Education and Shawnee Public School funding by providing the facilities for a GED class on-site.

Literacy assistance is available through the Shawnee Public Library and a working relationship is being furthered to include regular visits to the community center to discuss literacy issues. These visits provide an opportunity for residents to make contact with the Pottawatomie County Literacy Coordinator so they can learn to read. The Resident Initiatives Coordinator has been trained as a literacy tutor should a tutor be unavailable to residents.

Early education is available through the utilization of the Neighborhood Headstart which is located in the center of the largest general occupancy housing community. Anti drug workshops are also conducted at the headstart by the contract counselor because of the number of public housing children in the facility.

Small Business Development is being facilitated by cooperation with several agencies that have come on-site to provide workshops related to starting your own small business.

The One Stop Career Center works with the community center to get job listing for residents on a regular basis. These listings are posted for all residents to review as are the newspaper help wanted ads from the local newspaper. The staff of the One Stop are available for workshops and special meetings.

The community center is developing a resource file cabinet, which contains various types of information that residents might need. Included in this is a service directory, resume packets, health information, applications and information from various local service agencies, federal financial aid packets, college applications, grant and scholarship information, and much, much more.

The community center also provides local phone service for residents at the community center. This service can be utilized for job search and service delivery. The staff of the center are always happy to take messages for a newly hired employee who happens to be a resident.

The resident organization, the WISH Team, operates a clothes closet, food bank and furniture closet out of the community center. They are also providing transportation services from 8:30 to 12:00 each weekday.

The housing authority strives to employ residents. Section 3 requirements and opportunities are emphasized. Many positions have used for training opportunities for residents.

Numerous churches and volunteers from the local colleges and the community at large provide various services in the community center. These include things like tutoring youth, providing Thanksgiving dinner for residents, conducting housekeeping workshops, donating new and used items for residents, and many other services too numerous to mention.

Summary of Plan to Reduce Drugs

At risk individuals need to learn life skills which will help them say "no" to drug use as well as skills that will enhance their opportunities in school and life. The **Shawnee Housing Authority's** multifaceted program is specifically formulated to offer something of interest to all residents. Our objective is to offer positive alternatives to the negative influences that face everyone in public housing. With funding this plan will be able to counteract the allure of gangs, drugs, and crime.

As we have stated before the **Shawnee Housing Authority's** Plan for Addressing the Problem of Drug-Related Crime is comprehensive strategy. The strategy includes management strategies that support the overall goal of reducing drug-related crime by continuing to implement the stricter polices and eviction procedures and the *One Strike You're Out Policy*, providing visible community policing, maintaining the current level of one full time law enforcement officer dedicated to the **Shawnee Housing Authority**, increasing cooperation with law enforcement agencies such as the District Attorney's Drug Task Force, and a combination of drug abuse prevention, intervention and local agency referrals and referrals to treatment programs.

Our goals for the future are these:

I. 9110 – Reimbursement of Law Enforcement

Five-year goal: The **Shawnee Housing Authority** proposes to reduce Part I and II crimes by at least 7.5%.

PHDEP 2000 Goals

- 6) The **Shawnee Housing Authority** proposes to reduce reports of Aggravated Assault by 10% from 31 reported cases to 28 reported cases.
- 7) The **Shawnee Housing Authority** proposes to reduce reports of Burglary by 10% from 31 reported cases to 28 reported cases.
- 8) The **Shawnee Housing Authority** proposes to reduce reports of Auto Theft by 10% from 6 reported cases to 5 reported cases.
- 9) The **Shawnee Housing Authority** proposes to reduce reports of Weapons Violations by 10% from 22 reported cases to 20 reported cases.
- 10) The **Shawnee Housing Authority** proposes to reduce reports of Misdemeanor warrants by 10% from 56 reported cases to 50 reported cases.

II. 9160 – Prevention

Five year goal: The **Shawnee Housing Authority** proposes to continue to implement and expand a prevention program that is utilized by at least 30% of all public housing residents, 258 of the 859 residents, and is designed to provide a holistic approach through prevention education, employment development, education and training activities and assist in providing support services these items will target youth, adults, and families in an attempt to prevent drug-related crime and drug abuse.

PHDEP 2000 Goals

- 6) The **Shawnee Housing Authority** proposes to provide 70 youth alternatives to drug use through an After School Program that promotes a drug free lifestyle, improves self esteem and develops an ability to say no to drugs.
- 7) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops for youth and the Drug Free Club by 10% from 27 youth to 30 youth.
- 8) The **Shawnee Housing Authority** proposes to increase participation in the 6 annual substance abuse education workshops and the Woman to Woman Support Group by 10% from 22 to 24.
- 9) The **Shawnee Housing Authority** proposes to provide counseling and other drug prevention services to at least 10 different residents per month or spend at least 65 hours per month providing these services.
- 10) The **Shawnee Housing Authority** proposes to increase participation in the computer training class from 25 individuals to 30 individuals and maintain the level of 15 certificates of completion being awarded.

III. 9160 – Intervention

Five year goal: The **Shawnee Housing Authority** proposes to identify at least 30 drug users, assist them in modifying their behavior and in obtaining early treatment at a treatment facility with at least one drug user successfully completing treatment and remaining drug free for 1 year thereby decreasing drug-related activity in the housing community.

PHDEP 2000 Goals

- 2) The **Shawnee Housing Authority** proposes to provide at least 5 referrals for placement with a treatment facility.

IV. 9190 – Other Resident Initiatives Coordinator

Five year goal: The **Shawnee Housing Authority** proposes to implement, administer, supervise, evaluate and make necessary modifications to the PHDEP grant and ensures an effective program that decreases drug-related crime and activity in the housing community.

PHDEP 2000 Goals

- 2) The **Shawnee Housing Authority** proposes to implement sound administrative and evaluative practices that ensures that all goals are met and supporting documentation is in place.

By achieving them the PHDEP grant and the **Shawnee Housing Authority** will continue make a visible impact upon the drug-related crime in the **Shawnee Housing Authority** as it has in the past and will be constantly improving and changing as the drug elimination needs change.

PHDEP 2000 Budget

Line Item	Subtotals	Current
9110 Law Enforcement	\$33,540.00	
Reimbursement of Law Enforcement		\$33,540.00
9160 Prevention	\$43,457.71	
After School Program Director		\$7,605.00
Fringe		\$581.79
After School Program Director Subtotal	\$8,186.79	
After School Assistant		\$6,084.00
Fringe		\$465.43
After School Assistant Subtotal	\$6,549.43	
Drug Counselor 70% of Contract		\$23,618.68
Computer Course		\$4,000.00
Prevention Supplies		\$1,102.81
9170 Intervention	\$10,122.29	
Intervention Counselor 30% of Contract		\$10,122.29
9190 Other	\$9,680.00	
Resident Initiatives Coordinator		\$7,780.00
Fringe		\$1,900.00
Resident Initiatives Coordinator Subtotal	\$9,680.00	
Grant Total		\$96,800.00

Line Item

Current

9110 Law Enforcement	\$33,540.00
9160 Prevention	\$43,457.71
9170 Intervention	\$10,122.29
9190 Other	\$9,680.00
Grant Award Total	\$96,800.00

Partnerships

Shawnee Police Department



Hank Land, Chief of Police

P.O. Box 1448
Shawnee, OK 74802
(405) 878-1630
Fax: (405) 878-1521

BASELINE OF SERVICES

November 09, 1999

The Shawnee Police Department provides services that include a full time police officer at Gordon Cooper Vo-tech; a full time police officer at the Shawnee High School and a part time officer at the Shawnee Middle School.

The department's organizational structure includes persons assigned to specific law enforcement duties as well as those who perform supporting roles. The department is composed of 74 employees. The Police Chief has full control over all departmental activities.

There is one administrative lieutenant, who assists the police chief in formulating policies and regulations for the department. The lieutenant also supervises the criminal investigations division, patrol, records, jail and animal control divisions. There are two lieutenants that are shift commanders in the patrol section.

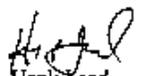
There are six criminal investigators/detectives that investigate all assigned cases of criminal activity. These cases include everything from property crimes to crimes against persons.

There are thirty five police officers that are responsible for the promotion and preservation of the peace. They enforce state and municipal ordinance violations and protect the community which they serve.

The department is separated into three divisions. The patrol division, being the largest, is broken down into three separate shifts. These shifts provide twenty four hour service to the community. The criminal investigation division provides senior and highly trained personnel to follow up on serious incidents that have been initiated by patrol personnel. Support services is comprised of twenty three employees. These employees serve as records clerks, jailers, humane officers and secretaries. These sections provide record keeping which is a vital area of the department.

The training department falls under the patrol division. Two officers are assigned to this area to keep accurate record of the officers training. They schedule programs and instruct the officers in required skills that ensure the highest level of professionalism.

The police department owns thirty eight patrol vehicles, four pickups and one police station. It supplies eleven jail cells with an occupancy of fifty.


Hank Land
Chief of Police

HL/kw

**BASELINE SERVICES TO PUBLIC
HOUSING RESIDENTS BY LAW
ENFORCEMENT AGENCIES**

**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

Current law enforcement baseline police services are defined, but may not be limited to, as the ordinary and routine police services provided to the residents of public housing developments as a result of the overall, city county-wide deployment of police resources to respond to crime and other public safety incidents, including 911 communications, processing of calls for services, routine patrol, police officer response to calls for service, and investigative follow-up of criminal activity. The actual or estimated time spent on supporting basic patrol and investigative services by administrative and technical personnel may be included in baseline services. The PHDEP funds must be used for services above the baseline and shall not be used to supplant municipal funds for law enforcement services and shall not be used to support the reallocation of current police services to other locations within the municipality. A law enforcement written agreement between the PHA and municipality is required for PHDEP funding of supplemental police services to the public housing residents.

Current and Supplemental Law Enforcement Services for the Public Housing Residents			
Police Services Provided to Public Housing residents	Current Hours (Baseline Services)	Proposed Hours Above Baseline (Funded by PHDEP)	Difference Between Current and Proposed
Patrol Services	168	35	35
Criminal Investigations	168	0	0
Specialized Units	N/A	N/A	N/A
Traffic (if applicable)	168	0	0
Arrests & Processing	8	4	4
Court Time	2	4*	2*
Dispatch Support	2	0	0
Records Support	2	0	0
Hiring & Training	1	1	1
Administrative Time	N/A	N/A	N/A
Other			
Total Time	319	44	42

Note: Please provide a written description of current law enforcement baseline services regarding this application.

Column 1 reflects the current baseline of law enforcement services provided by the City of Shawnee funds.

Column 2 reflects the level of services proposed if PHDEP is approved. The City of Shawnee is not reimbursed for services in excess of 40 hours per week.

Column 3 is the level of services that will be provided beyond current baseline services. The City of Shawnee will not be paid for any services above 40 hours.

*Police department will provide 2 extra hours of service without reimbursement from PHDEP.

SECTION I

MODEL CONTRACT FOR
SUPPLEMENTAL LAW ENFORCEMENT SERVICES
TO PUBLIC HOUSING RESIDENTS

Note: Since some municipalities have public housing management as a specific department, rather than a separate Housing Authority, the Contract may be between the housing department/authority and a law enforcement department (police or sheriff). The terms "City" and "Police" may be substituted as needed to meet local structures and agencies.

Carroll Bruckner & Associates, Inc.

HOUSING AUTHORITY OF THE CITY OF [Shawnee], [Oklahoma]
CONTRACT FOR THE PROVISION OF
SUPPLEMENTAL POLICE SERVICES

This Contract, made and entered into this 15th day of November, 1999, by and between the Housing Authority of the City/County of [Shawnee], [Oklahoma], (hereinafter called the "Authority") and the City/County of [Shawnee], [Oklahoma], (hereinafter called the "City") is for the provision of specific police services associated with the Authority's security programs.

WHEREAS, the Authority desires to contract with the City for additional police services to create a drug- and crime-free environment and to provide for the safety and protection of the residents in its public housing developments; and

WHEREAS, the City, by and through its police/sheriff's department, desires to assist in the effort by providing effective police services at all Authority locations;

NOW, THEREFORE, the Authority and the City agree as follows:

ARTICLE I
Scope of Services

SECTION ONE: SERVICES PROVIDED BY THE CITY

The City agrees that the services rendered by the Assigned Personnel (police and civilian) under this Contract are in addition to baseline police services. The City agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article IV, Plan of Operations.

The duties and extent of services of the Assigned Personnel shall include, but shall not be limited to:

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ARTICLE I (Continued)

SERVICES PROVIDED BY THE CITY (Continued)

- A. The City, by and through its police department, will provide a minimum of ~~one full~~ ^{time} police officers to perform specialized patrols to enforce all state and local laws and the Housing Authority Rules specified in this Contract. Sworn officers shall at all times remain part of, subject to and in direct relationship with the police department's chain of command and under police department rules, regulations and standard operating procedures.
- B. The City agrees to assign police officers to targeted areas during specific periods of time identified by the Authority and agreed upon by the City as high crime or high workload periods (directed patrol), such as 6:00 p.m. to 2:00 a.m. in certain areas, to maintain a police patrol presence.
- C. The City agrees that the police department will employ a community policing concept and that the police department's Crime Prevention Unit (or other unit whose primary responsibility is to develop and maintain communications with residents) will assist in developing or enhancing crime prevention programs in the public housing communities.
- D. The City agrees to collect and provide workload data in public housing developments.
- E. It is further agreed that to the extent necessary, the Assigned Personnel will appear as witnesses in the Authority's administrative grievance procedure, civil dispossession hearings, or other civil or court proceedings where the issue includes criminal or quasi-criminal conduct in or near public housing developments involving any resident, member of a resident's household, or any guest or guests of a resident or household member.
- F. Without limiting any of the foregoing, the City agrees that with respect to the services to be performed by any police personnel in accordance with this Contract, the appropriate police department Patrol Commander or Supervisor will meet with resident leadership and management representatives of the Authority on a routine basis for the purposes of reviewing the enforcement and prevention efforts and planning for future changes or modifications anticipated by this Contract. These meetings shall occur at least quarterly.
- G. The City agrees that a policy manual exists to regulate police officers' conduct and activities; all police officers have been provided a copy of the policy manual; the

Carroll Burdick & Associates, Inc.

ARTICLE I (Continued)

SERVICES PROVIDED BY THE CITY (Continued)

department has a signed receipt from each officer that he/she has received and understands the contents of the manual; and personnel have been trained on the regulations and orders within the manual.

- H. The City agrees that it will provide the Assigned Personnel with such basic equipment as may be necessary and reasonable in order to allow the police officers to carry out the duties anticipated under this Contract. Any additional automobiles, motor vehicles, bicycles or other equipment requested by the Authority will be furnished at the expense of and shall remain the property of the Authority. The Authority and City may mutually agree to lease equipment or vehicles.
- I. The police department will provide at a minimum sixteen (16) hours of training on community relations and interpersonal communications skills.
- J. The City agrees to provide, at a minimal cost to the Authority, criminal background checks of proposed applicants for public housing. This information will be provided in a manner consistent with all applicable National Crime Information Center or State laws and regulations.
- K. The police department shall designate a command officer as the Administrative Liaison Officer, who will work in concert with the Executive Director of the Authority or that official's designate.

The Administrative Liaison Officer will perform the following duties:

1. Coordinate the dissemination and processing of police and security reports, provide supervisory assistance, and coordinate in resolving problems or in carrying out the provisions of this Contract;
2. Establish and maintain an ongoing line of communication with Beat/Zone Commanders and other police personnel;
3. Prepare quarterly progress reports and evaluations of services requested and provided under this Contract for review by the Executive Director, the Police Chief, appropriate Deputy Chiefs and Beat/Zone Commanders and identified community representatives; and political leadership, e.g. mayor and council members.

Carroll Barker & Associates, Inc.

ARTICLE I (Continued)

SERVICES PROVIDED BY THE CITY (Continued)

4. Initiate and monitor ongoing lines of communication with resident leaders to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders;
5. Coordinate security workshops and training seminars for identified residents;
6. Assist or advise the planning and implementation of other grant-funded security programs within the Authority; and
7. Establish a clearly defined process for reporting non-emergency criminal activities.

The prorated costs for these services shall be borne by the Authority.

- L. In the event that a Housing Authority provides its own police/security services, the City shall provide the dispatch function for Housing Authority Police patrol units. The Housing Authority will provide specifications of the performance requirements to meet the communications needs.
- M. The City will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the police department shall be responsible for the compensation of the officers and all employee benefits, as well as any injury to officers, their property, or the City's property while on the Authority's property.
- N. The Assigned Personnel shall possess and maintain POST Certification.

SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY

- A. The Authority will provide training of residents, Authority on-site management staff and the Assigned Personnel with workshops on community policing and crime prevention issues associated with public housing. This shall include, but not be limited to, training in the following:
 1. Crime prevention and security responsibilities;

Carroll Barringer & Associates, Inc.

ARTICLE I (Continued)

SERVICES PROVIDED BY THE AUTHORITY (Continued)

2. Community organization/mobilization against the causes of and precursors to crime.
 3. Drug awareness and control;
 4. Orientation and familiarization with the public housing communities for the assigned officers; and
 5. Orientation to the lease contract, and lease compliance enforcement procedures and policies.
- B. The Authority will provide the following in-kind accommodations, services and equipment:
1. Accommodations - The Authority will provide suitable space to be used as a satellite office at each site targeted for additional police services.
 2. Services - Each satellite office will be supplied with utilities (water, heat, electricity) and routine and extraordinary maintenance by personnel of the Housing Authority.
 3. Equipment - Each satellite office is to be supplied with any other additional equipment mutually agreed upon in connection with the performance of this Contract.
 4. Modification/Damage - The Authority will make reasonable modifications, including minor structural, electrical and mechanical changes to the accommodations provided in order to meet the City's operational needs. Any damage to the unit or equipment provided by the Housing Authority for City employees, which the Authority determines to be above the normal wear for the item or accommodation, shall be repaired or replaced by the City at the discretion of the Authority.

Carroll Brackler & Associates, Inc.

ARTICLE I (Continued)

SERVICES PROVIDED BY THE AUTHORITY (Continued)

- C. The Authority shall provide a quarterly assessment of the results achieved as measured against the performance objectives specified in the Plan of Operations listed in Article IV of this Contract.
- D. The Authority shall reserve the right to reasonably request the police department to replace any Assigned Personnel for the following reasons:
 - 1. Neglect or non-performance of duties;
 - 2. Disorderly conduct, use of abusive or offensive language, or fighting;
 - 3. Criminal action;
 - 4. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment to the Authority;
 - 5. Inadequate punctuality or attendance; or
 - 6. Substantiated complaints from public housing residents or management.

The Authority shall provide a written enumeration of the reasons for the request for replacement of the Assigned Personnel, including documentation and witnesses to the alleged behaviors.

- E. The Authority will provide the City with a Public Housing Police Activity Form(s) for assigned officers to complete. These forms are not to replace police reports utilized by the City.
- F. The Authority will provide the City with the applicable Authority rules and regulations for compliance with this Contract.
- G. The Authority will work with the police department to subsidize housing or rent costs for volunteer police officers to reside in a public housing development selected by the Authority.

Carroll Bruckner & Associates, Inc.

ARTICLE II
Enforcement of Rules and Regulations

A. The City, through its police officers, is hereby empowered to enforce the following Authority rules and regulations:

1. Unauthorized visitors in unoccupied structures of the Authority shall be removed.
2. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.
3. Unauthorized visitors destroying, defacing or removing Authority property shall be removed and/or criminal enforcement actions shall be taken.

With regard to the foregoing rules and regulations, the City's police officers are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators, when appropriate.

B. The City, through its police officers, is hereby empowered to enforce the following Authority rule or regulation:

The tenant and any visitors to Authority property and premises shall refrain from, and shall cause their households to refrain from parking vehicles in any area other than parking areas designated by Authority management.

With regard to the foregoing rule or regulation, the City's police officers are hereby authorized to have removed any and all vehicles found parked in violation of said rule or regulation, pursuant to established City procedure for impounding vehicles.

C. The City, through its police officers, is hereby empowered to enforce such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda attached hereto or incorporated herein now or in the future.

D. Nothing herein contained shall be construed as permitting or authorizing police officers to use any method or to act in any manner in violation of law or of their sworn obligation as police officers.

Carroll Berwick & Associates, Inc.

ARTICLE III
Communications, Reporting and Evaluation

A. Communications

1. Access to Information

The City agrees that the Authority will have unrestricted access to all public information which in any way deals with criminal activity in any of the Authority's communities. It is further agreed that the City police department will provide to the Authority copies of such incident reports, arrest reports or other public documents which document or substantiate actual or potential criminal activity in or connected with the public housing developments. This information will be provided at no cost by the City police department on a regular basis in accordance with specific procedures that have been or will be established.

Existing procedures should be included as an Addendum to this Contract.

B. Reporting

1. Forms

The police department will require all Assigned Personnel (police officers) to complete a daily log provided by the Authority at the conclusion of each shift and forward the original report to the Authority's designee. This report will include, but not be limited to, data as follows:

- a. Hours worked: foot, bicycle, motorized, other
- b. Calls/requests for service
- c. Referrals to City/PHA/agencies
- d. Suspicious persons - name and description
- e. Vehicles abandoned/towed/stolen
- f. Drug paraphernalia confiscated/found
- g. Arrests/citations of both residents and outsiders to include age, sex, ethnicity
- h. Property recovered/stolen
- i. Counseling of residents and visitors
- j. Broken lights/sidewalks
- k. Graffiti

Carroll Barwick & Associates, Inc.

ARTICLE III (Continued)

Forms (Continued)

- i. Conflict resolution: e.g., resolved apparent or actual conflict between two or more people
- m. Vehicle license number of suspicious persons
- n. Weapons violations/seized

2. Media Coordination

The police department will relay to the Executive Director or his designee information related to any major crime or incident that occurs on Authority property, preferably before the media is informed, or as soon as possible.

C. Evaluation

The City and the Authority agree that any evaluation shall include:

1. Hours worked by police officers for:
 - a. Foot patrol
 - b. Bicycle patrol
 - c. Motorized patrol
 - d. Other (tactical)
2. Response times to targeted communities by City-paid officers and Authority-paid officers by Priority I (emergency), Priority II (non-emergency), and Priority III (if utilized)
3. Comparison of crime and workload in the targeted communities for 1990, 1991, 1992 and period of Grant
4. Arrests (to include drug violations)
5. Vehicles towed
6. Positive contacts
7. Referrals

Carroll Burdick & Associates, Inc.

ARTICLE III (Continued)

Evaluation (Continued)

8. Trespassers removed
9. All UCR or NIBRS Reports
10. Calls for service
11. Weapons seized
12. Property stolen/recovered
13. Community feedback

It is further agreed that the City will provide comparable crime information for the City as a whole to facilitate the evaluation to include what proportion of activities City-wide occur on Authority property.

ARTICLE IV
Plan of Operations

- A. The City and the Authority shall prepare a detailed plan of operations for use in eliminating drug-related crime. The purpose of the plan is to specify the manner and method of performance by which each of the services identified is to be administered.

The plan of operations will minimally specify the following:

1. Service goals and minimum performance criteria (e.g., a definition of what is to be achieved and the expected benefits or outcomes that will be derived);
2. Staffing levels;
3. Responsibilities of key personnel;
4. Organization and resources, to include personnel, equipment, in-kind support, etc.;

Carroll Barracker & Associates, Inc.

ARTICLE IV (Continued)

Plan of Operations (Continued)

- 5. Hours of operation, to encompass schedules of major tasks and activities, and
 - 6. Community interface to evidence the methodology by which resident involvement will be gained and maintained during the term of this Contract.
- B. The plan of operations will be prepared for review and acceptance within thirty (30) days from the date of execution of this Contract by both parties. It is understood that the Authority may request reasonable modification to the initial plan of operations as it deems appropriate. The Authority must approve the plan in order for payment to begin.
- C. If during the term of the Contract either party desires to amend the scope of the plan of operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police shall provide final determinations regarding the establishment of an amendment to the plan of operations.

ARTICLE V
Term of Contract

The term of this Contract shall be for one (1) years beginning on the date approved by both parties.

ARTICLE VI
Compensation to the City

- A. All compensation to the City will be made on a cost reimbursement basis. The Authority will reimburse the City for services specified in this Contract in a total amount not to exceed ~~thirty-three thousand five hundred forty~~ (\$33,540), in the following expense categories:

Expense Category	Amount
Reimbursement of Law Enforcement over and above the baseline of services.	
Assigned Personnel Salaries and Fringe Benefits	\$ 33,540.00
Administrative Liaison Officer Prorated Salary and Benefits	\$ -0-
Communications/Other Miscellaneous Expenses/Equipment	\$ -0-

Carroll Burdick & Associates, Inc.

ARTICLE VI (Continued)

Compensation to the City (Continued)

- B. The Authority shall reimburse the police department on a monthly basis, upon receipt of performance of the proposed services and evidence of authorized expenditures. \$33,540.00 for one full time officer for one year contingent upon receiving funding.
- C. The percent of overtime authorized under this Contract for court appearances or other hearings is 14%.
- D. The City shall provide the following documentation in requesting reimbursement:
 - 1. Copies of Certified Payroll Time Reports documenting names, employee identification, hours worked in public housing developments, supervisory approval of the report, and supervisory verification of the necessity for any overtime worked.
 - 2. Copies of receipts for other allowable communications and other miscellaneous expenses shall be subject to pre-approval, and shall be accompanied, at the time of reimbursement request, by a brief explanation of the expense incurred.
- E. All requests for reimbursement are subject to the approval of the Executive Director, or that official's designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

ARTICLE VII
Termination

- A. The Authority may terminate this Contract upon the provision of thirty (30) days written notice to the City. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.
- B. The City may terminate this Contract upon the provision of thirty (30) days written notice to the Authority. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

Carroll Burdick & Associates, Inc.

ARTICLE VIII
Notices

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified Mail to the principal place of business of each of the parties hereto, as specified below:

Authority: [Housing Authority of the City of Shawnee]
[601 West 7th Street]
[P.O. Box 3427]
[Shawnee, Ok 74802-3427]

City: [P.O. Box 1448]
[Shawnee, Ok 74802-1448]
[]

ARTICLE IX
Construction of Laws

This Contract is made and entered into in the City. Any and all questions of law arising hereunder shall be construed in accordance with the laws of the State in which the City is located.

ARTICLE X
Entire Contract

The Contract shall consist of the following component parts:

- (a) This Contract;
- (b) Any subsequent addenda agreed to by both parties.

Carroll Bowdler & Associates, Inc.

ATTEST:

Julie Lee
PROJECT COORDINATOR

[Signature]
EXECUTIVE DIRECTOR
HOUSING AUTHORITY OF THE CITY OF
Shawnee, Oklahoma

ATTEST:

Liane Mallock
MUNICIPAL CLERK
CITY OF SHAWNEE

Chris Hudson
MAYOR
CITY OF Shawnee

APPROVED AS TO FORM:

ASSISTANT CITY ATTORNEY

POLICE CHIEF

CITY ATTORNEY

CHIEF OPERATIONS OFFICER
CITY MANAGER

This contract is contingent upon receiving the 2000 fiscal year Drug Elimination Program funds from the Department of Housing and Urban Development. If Drug Elimination funds are not received this contract is null and void.

Carroll Bracker & Associates, Inc.

PHDEP Timetable

The following table is the required Timetable of Events for the **Shawnee HA PHDEP Program**. The month that the designated activities are to occur are denoted by a mark in the corresponding month from receipt of funding. Milestone events are included following the line item in which it is funded.

Activity	Month after funding											
	1	2	3	4	5	6	7	8	9	10	11	12
Reimbursement of Law Enforcement		X X	X	X	X	X	X	X	X	X	X	X
After School Program		X X	X	X	X	X	X	X	X	X	X	X
After School Director		X X	X	X	X	X	X	X	X	X	X	X
After School Assistant		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Youth):</i>												
<i>Train and orient staff</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Open enrollment</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Develop, plan and implement activities On a monthly basis</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Conduct baseline survey</i>		X X										
<i>Conduct post program survey</i>					X	X					X	X

Activity	Month after funding											
	1	2	3	4	5	6	7	8	9	10	11	12
Drug Prevention Counselor		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Youth)::</i>												
<i>Develop annual calendar containing substance abuse education</i>		X										
<i>Develop an annual calendar of Drug Free Club activities</i>		X										
<i>Timely organize, plan and implement calendar activities</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Develop annual calendar containing substance abuse education</i>		X										
<i>Develop an annual calendar of Support Group activities</i>		X										
<i>Timely organize, plan and implement calendar activities</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Provide counseling services as needed make treatment referrals</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Publicize the availability of counseling services</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Provide counseling and other drug prevention services</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X

Activity	Month after funding											
	1	2	3	4	5	6	7	8	9	10	11	12
Computer Course		X X	X	X	X	X	X	X	X	X	X	X
Computer Course Instructor		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Orient staff</i>		X										
<i>Open enrollment</i>		X										
<i>Conduct self-paced, instructor guided Computer class</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Determine baseline data</i>	X											
<i>Perform post program comparison</i>						X						X
Prevention Supplies	X			X			X			X		
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Perform procurement and purchase supplies</i>		X		X			X			X		
Intervention Counselor		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Provide counseling services as needed make treatment referrals</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Publicize the availability of counseling services</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Provide counseling and other drug prevention services</i>		X X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate activities on an ongoing basis</i>		X X	X	X	X	X	X	X	X	X	X	X

Activity	Month after funding											
	1	2	3	4	5	6	7	8	9	10	11	12
Resident Initiatives Coordinator		X X	X	X	X	X	X	X	X	X	X	X
<i>Milestones (Adult, Families, and Communities)::</i>												
<i>Determine baselines and documentation methods for all programs</i>	X											
<i>Maintain routine documentation</i>	X	X	X	X	X	X	X	X	X	X	X	X
<i>Conduct periodic surveys and evaluations as required</i>	X	X	X	X	X	X	X	X	X	X	X	X
<i>Evaluate effectiveness</i>	X	X	X	X	X	X	X	X	X	X	X	X
<i>Implement necessary changes as a result of the evaluations</i>	X	X	X	X	X	X	X	X	X	X	X	X
<i>Utilizing data submit reports</i>						X						X
<i>Evaluate overall effectiveness of program</i>												X

