

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

**PHA Plan
Agency Identification**

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

PHA Number: OK95

PHA Fiscal Year Beginning: (01/2001)

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)

FIVE YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To 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: (*April 24, 2000, applied for Fair Share Allocation of Incremental Voucher Funding*).
 - Reduce public housing vacancies: To complete the reduction of public housing vacancies, the Authority intends to provide additional services and opportunities to residents and continue to enhance the development surroundings by landscaping and other structure upgrades. (*Expanded services in after-school program, upgraded facilities, fencing, etc*).
 - 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: (*High Performer 91.5 score*)

- Improve voucher management: (*SEMAP score undetermined at this time*)
- Increase customer satisfaction: By completing assessments and surveys of needs and make improvements as it concerns physical living environments as well as management techniques. (*Completed in-house surveys*)
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: (*Authority will continuing to modernize with new appliances, painting and landscaping*).
- 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(*Completed with FMR adjustments*)
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (*The Authority will continue to apply for funding for homeownership programs.*)

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: (*Development updated Deconcentration Policy*)
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: (*Annually checking statistics to ensure compliance*)
 - 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: (*Completed Cooperation Agreement with TANF*)
 - 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: (list below)

PHA Goal: Manage the Authority's existing public housing programs in an efficient effective manner and continue to qualify as a high performer in both PHAS and SEMAP.

Objectives:

- 1) The Department of Housing and Urban Development shall recognize the Authority as a high performer through the year of December 31, 2005.
- 2) The Authority shall make our public housing development sites more marketable to the community and to our residents.
- 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 work towards reducing crime in its developments so that the crime rate is less than their surrounding neighborhoods by December 31, 2005.
- 2) The Authority shall continue to work with the local police department for the purpose of reducing crime in all Authority developments and develop strategies for identifying and reducing the crime index.
- 3) The Authority shall reduce or maintain its evictions due to violations of criminal law through aggressive screening procedures.
- 4) The Authority will work to not only obtain new Residents but retain until families has reached economic self-sufficiently.

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, should they be available.
- 2) The Authority shall continue to sustain a utilization rate of no less than 98% through December 31, 2005, in its tenant based program.
- 3) The Authority will continue to attract new landlords who want to participate in the tenant based program through December 31, 2005.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Shawnee (hereinafter called “Authority”) has prepared its Agency Plan for FY2001 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

In do so the Authority has included within the Executive Summary of the Agency Plan the following mission, goals, major initiatives and any required 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 high performer in both PHAS and SEMAP.
- 3) Promote economic self-sufficiency and asset development of public and assisted households.
- 4) Continue to 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.
- 10) Continue to actively work with our Resident Organization as well as state Resident Association to provide job readiness.
- 11) Expand all services and opportunities programs through resident initiative programs and economic self-sufficiency programs.

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 FY2001 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 priorities of the Consolidated Plan set forth by the City of Shawnee, OK.

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

- 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) We 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 and income mixing in public housing.
- 5) We have established a minimum rent of \$25.00 in both public and the tenant based programs.
- 6) We are assessing flat rents and continuing with ceiling rents as flat rents in all public housing developments.
- 7) We are conforming to all regulations regarding income disregards and exclusions.
- 8) We are establishing the eight hour community service requirement and therefore increasing the participation in economic self-sufficiency programs.
- 9) 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.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	6
ii. Table of Contents	8
1. Housing Needs	12
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	26
5. Operations and Management Policies	30
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	48
9. Designation of Housing	48
10. Conversions of Public Housing	49
11. Homeownership	51
12. Community Service Programs	52
13. Crime and Safety	55
14. Pets	57
15. Civil Rights Certifications (included with PHA Plan Certifications)	60
16. Audit	60
17. Asset Management	61
18. Other Information:	61
a) Deconcentration Policy	64
b) Public Housing Drug Elimination Program	67
c) Continued Occupancy and Community Service Program	73
d) Membership of the Resident Advisory Board/s	80
e) RASS Survey Response Follow-Up	81
f) Progress on five-year plan's mission and goals	82

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 2001 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 2001 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)
 - a) Membership of the Resident Advisory Board/s

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	126	4	3	3	NA	NA	NA
Income >30% but <=50% of AMI	63	4	3	3	NA	NA	NA
Income >50% but <80% of AMI	6	4	3	3	NA	NA	NA
Elderly	9	3	3	3	NA	NA	NA
Families with Disabilities	15	4	3	3	NA	NA	NA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity White(non Hisp)	110	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black (non Hisp)	29	NA	NA	NA	NA	NA	NA
Race/Ethnicity Indian/Alaskan	49	NA	NA	NA	NA	NA	NA
Race/Ethnicity Asian/Pacific Islander	1	NA	NA	NA	NA	NA	NA
Hispanic	4	NA	NA	NA	NA	NA	NA
Other	2	NA	NA	NA	NA	NA	NA

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: 2000
- 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	195		267
Extremely low income <=30% AMI	126	65%	
Very low income (>30% but <=50% AMI)	63	32%	
Low income (>50% but <80% AMI)	6	3%	
Families with children	186	95.4	
Elderly families	9	.046	
Families with Disabilities	15	.077	
Race/ethnicity White/non Hisp.	110	.564	
Race/ethnicity Black/non Hisp.	29	14.9	
Race/ethnicity Hispanic	4	.021	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	25%	31.1%
2 BR	58	56%	29.6%
3 BR	17	16%	32.2%
4 BR	3	3%	.071%
5 BR	NA	NA	NA
5+ BR	NA	NA	NA
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The 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. The Authority intends 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: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	574,064	
b) Public Housing Capital Fund	686,255	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,807,900	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	101,317	
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)		
2000 PHDEP	28,360	PH Safety/security and supportive services
1999 CGP	142,575	PH operations and capital improvements

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2000 Capital Fund Program	626,800	PH operations and capital improvements
3. Public Housing Dwelling Rental Income		
2000 amount plus 3% increase	638,800	PH operations
4. Other income (list below)		
2000 amount plus 3% increase, non-dwelling rent and tenant charges, oil royalty plus interest	111,700	PH operations
Section 8 interest on admin. Reserve	3,700	Section 8
4. Non-federal sources (list below)		
Total resources	\$ 4,721,587	

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: (describe)

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 (Deconcentration Policy is an attachment to this plan.)

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:

(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the

jurisdiction” (select one)

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- The PHA employs discretionary policies for determining income based rent (If selected,

continue to question b.)

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

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

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 reported 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 (Using the approved Ceiling Rent calculation)

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: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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: (09/2001)

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	137,251
4	1410 Administration	21,814
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	43,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	262,500
11	1465.1 Dwelling Equipment-Non-expendable	35,200
12	1470 Nondwelling Structures	128,473
13	1475 Nondwelling Equipment	58,017
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)	686,255
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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
--------------------------------------------------	-------------------------------------------------	----------------------------------	----------------------------

PHA Wide	1. Special Programs Manager (salary, training, travel & employment costs)	1408	41,554
	2. Grant Writer (31% of salary, training, Travel & employment costs)	1408	11,752
	3. One part-time clerical staff to assist Special Programs Manager (salary, training, travel & employment costs)	1408	8,087
	4. One full-time clerical staff to assist Special Programs Manager (salary, training, travel & employment costs)	1408	23,043
	5. One full-time After-School Program Director (salary, training, travel & employment costs)	1408	28,389
	6. After-School Program social services & supplies	1408	5,526
	7. Stipends for Youth Mentors (\$5.00 per day of service – 3 mentors per day at 5 days per week at 52 weeks per year)	1408	3,900
	8. Computer software (upgrades)	1408	10,000
	9. Consultant for general Administrative needs and improvements.	1408	5,000
			137,251
	<i><u>Subtotal</u></i>		
PHA Wide	1. CFP portion of Grant Writer (42% of salary, training, travel, and employment costs)	1410	16,015
	2. CFP portion of Director of Operations (10% of salary, training, travel and employment costs)	1410	5,799
			21,814
	<i><u>Subtotal</u></i>		

95-3	1. A & E for bathtub replacement	1430	9,000
95-5	2. A & E for roof replacement	1430	12,000
95-6	3. A & E for staircases	1430	2,000
PHA Wide	4. A & E for building expansion	1430	20,000
<u>Subtotal</u>			
95-3	1. Replace bathtubs 90 x 1200	1460	108,000
95-5	2. Replace roof over apartments	1460	130,000
95-6	3. Replace staircases (7 buildings)	1460	24,500
<u>Subtotal</u>			262,500
PHA Wide	1. Replace 10% of refrigerators(44x450)	1465.1	19,800
PHA Wide	2. Replace 10% of Ranges(44x350)	1465.1	15,400
<u>Subtotal</u>			35,200
PHA Wide	1. Building Expansion	1470	128,473
<u>Subtotal</u>			128,473
PHA Wide	1. Carpet extractor (3)	1475	8,100
	2. Sewer Machine (2)	1475	3,000
	3. Maintenance Radio (3)	1475	5,000
	4. Office Radio (4)	1475	6,667
	5. Office computer equipment	1475	12,500
	6. Maintenance truck (1)	1475	20,000
	7. Weed Eater (2)	1475	750
	8. Floor Buffer (high Speed)	1475	2,000
<u>Subtotal</u>			58,017

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

PHA Wide/Mgmt Improvements	9/03	9/05
PHA Wide Administration	9/03	9/05
OK56P095001 Milstead/Family	9/03	9/05
OK56P095002 Hi-Rise	9/03	9/05
OK56P095003 Dunbar Heights	9/03	9/05
OK56P095005 Tower	9/03	9/05
OK56P095006 Prince Hall Apts	9/03	9/05
OK56P095007 Scattered Sites	9/03	9/05

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OK56P095001	Milstead Circle & Family Site	5	1%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)

Replace Ranges at 10% per year (\$350 each)	14,000	2002
Replace Refrigerators at 10% per year (\$450 each)	18,000	2002
Replace Gas Hot Water Tanks at 10% per year (\$180 each)	7,200	2002
Replace A/C Condensers at 10% per year (\$350 each)	14,000	2002
Replace Gas Central Furnaces at 10% per year (\$500 each)	20,000	2002
Tree pruning/trimming/removal (per year at \$1000 per year)	4,000	2002
Sidewalk and Porch repair/replacement (per year at \$1000 per year)	4,000	2002
Gas Line repair/replacement (per year at \$2500 per year)	10,000	2002
Water Line repair/replacement (per year at \$2500 per year)	10,000	2002
Sewer Line repair/replacement (per year at \$2500 per year)	10,000	2002
Electrical Service repair/replacement (per year at \$2500 per year)	10,000	2002
Bathroom Tubs – replace (80 x \$1200)	96,000	2004
Tile Floor replacement – 26 Milstead Units (26 x \$600)	15,600	2002
Landscaping (55 x \$500)	27,500	2003
Total estimated cost over next 5 years	\$ 260,300	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OK56P095002	Hi-Rise	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

Replace Ranges at 10% per year (\$350 each)	11,200	2002
Replace Refrigerators at 10% per year (\$450 each)	14,400	2002
Replace Gas Hot Water Tanks at 10% per year (\$180 each)	5,760	2002
Replace A/C Condensers at 10% per year (\$350 each)	11,200	2002
Replace Heating/Air Handlers at 10% per year (\$500 each)	16,000	2002
Tree pruning/trimming/removal (per year at \$1000 per year)	4,000	2002
Sidewalk and Porch repair/replacement (per year at \$1000 per year)	4,000	2002
Water Line repair/replacement	2,500	2003
Sewer Line repair/replacement	2,500	2003
Electrical Service repair/replacement (per year at \$500 per year)	2,000	2002
Emergency Generator repair/replacement	2,500	2003
Fire Alarm Panel repair/replacement	400	2003
Elevator Motor repair/replacement	2,500	2003
Brick Exterior – Re-point/Tuck	10,000	2004
Washer/Dryer replacement for Laundry Rooms	5,880	2004
Total estimated cost over next 5 years	\$ 94,840	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OK56P095003	Dunbar Heights	6	1.4%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Ranges at 10% per year (\$350 each)	12,600	2002
Replace Refrigerators at 10% per year (\$450 each)	16,200	2002
Replace Gas Hot Water Tanks at 10% per year (\$180 each)	6,480	2002
Replace A/C Condensers at 10% per year (\$350 each)	12,600	2002
Replace Gas Central Furnaces at 10% per year (\$500 each)	18,000	2002
Tree pruning/trimming/removal (per year at \$1000 per year)	4,000	2002
Sidewalk, Porch, and Driveway repair/replacement (per year at \$2000 per year)	8,000	2002
Gas Line repair/replacement (per year at \$2500 per year)	10,000	2002
Water Line repair/replacement (per year at \$2500 per year)	10,000	2002
Sewer Line repair/replacement (per year at \$2500 per year)	10,000	2002
Electrical Service repair/replacement (per year at \$2500 per year)	10,000	2002
Kitchen Cabinets – replacement (80 x \$1500)	120,000	2003
Kitchen Cabinet replacement – A&E	10,000	2003
Erosion Control – Site Improvement	10,000	2003
Erosion Control – Guttering (55 x \$1000)	55,000	2003
Landscaping (55 x \$250)	13,750	2003
Total estimated cost over next 5 years	\$ 326,630	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OK56P095005	Tower	3	.07%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

Replace Ranges at 10% per year (\$350 each)	14,000	2002
Replace Refrigerators at 10% per year (\$450 each)	18,000	2002
Replace Heating/Air Handlers at 10% per year (\$500 each)	20,000	2002
Tree pruning/trimming/removal (per year at \$500 per year)	2,000	2002
Sidewalk and Porch repair/replacement (per year at \$1000 per year)	4,000	2002
Water Line repair/replacement	2,500	2003
Sewer Line repair/replacement	2,500	2003
Electrical Service repair/replacement (per year at \$500 per year)	2,000	2002
Emergency Generator repair/replacement	2,500	2005
Fire Alarm Panel repair/replacement	6,000	2002
Elevator Motor repair/replacement	2,500	2004
Washer/Dryer replacement for Laundry Rooms	9,800	2005
Exterior Drivet repair/replacement	5,000	2002
Air Conditioning Chiller replacement	100,000	2003
Install Computerized Energy Management System	20,000	2003
Reseal Exterior Windows of Common Areas	10,000	2004
Automatic Door repair/replacement	5,000	2005
Parking Lot/Driveway replacement	250,000	2003
Exhaust Fan Vent replacement on roof	4,000	2002
Landscaping	5,000	2002
Total estimated cost over next 5 years	\$ 484,800	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
OK56095006	Prince Hall Apartments	3	.07
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

Replace Ranges at 10% per year (\$350 each)	7,000	2002
Replace Refrigerators at 10% per year (\$450 each)	9,000	2002
Replace Gas Hot Water Tanks at 10% per year (\$180 each)	3,600	2002
Replace A/C Condensers at 10% per year (\$350 each)	7,000	2002
Replace Gas Central Furnaces at 10% per year (\$500 each)	10,000	2002
Tree pruning/trimming/removal (per year at \$1,000 per year)	4,000	2002
Sidewalk, Porch, and Dumpster Pad replacement (per year at \$1000 per year)	4,000	2002
Gas Line repair/replacement (per year at \$2500 per year)	10,000	2002
Water Line repair/replacement (per year at \$2500 per year)	10,000	2002
Sewer Line repair/replacement (per year at \$2500 per year)	10,000	2002
Electrical Service repair/replacement (per year at \$2500 per year)	10,000	2002
Washers/Dryers for Laundry – replacement (6 x \$1025)	6,150	2005
Exterior Window Replacement – 10 buildings	84,582	2004
Install Mini-Blinds on street side of units (180 x \$50)	9,000	2005
Landscaping (\$500 per building)	5,000	2003
Total estimated cost over next 5 years	\$ 189,332	

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

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Ranges at 10% per year (\$350 each)	4,200	2002
Replace Refrigerators at 10% per year (\$450 each)	5,400	2002
Replace Gas Hot Water Tanks at 10% per year (\$180 each)	2,160	2002
Replace A/C Condensers at 10% per year (\$350 each)	4,200	2002
Replace Gas Central Furnaces at 10% per year (\$500 each)	6,000	2002
Carpet replacement at 10% per year (\$1500 each)	18,000	2002
Roof replacement at 10% per year (\$2500 each)	30,000	2002
Tree pruning/trimming/removal (per year at \$1,000 per year)	4,000	2002
Sidewalk, Porch and Driveway repair/replacement (per year at \$1000 per year)	4,000	2002
Gas Line repair/replacement (per year at \$2500 per year)	10,000	2002
Water Line repair/replacement (per year at \$2500 per year)	10,000	2002
Sewer Line repair/replacement (per year at \$2500 per year)	10,000	2002
Garage Door repair/replacement (per year at \$3000 per year)	12,000	2002
Landscaping (\$500 per unit)	13,000	2003
Total estimated cost over next 5 years	\$ 132,960	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA Wide	Physical Improvements	20	5%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

Maintenance Vehicle replacement (one per year)	20,000	2002
	20,000	2003
	20,000	2004
	20,000	2005
Maintenance Equipment (includes replacement or procurement of various equipment such as lawnmowers, weed-eaters, paint guns, sewer machines, etc.)	20,000	2002
	20,000	2003
	20,000	2004
	20,000	2005
Office Equipment (includes replacement or procurement of various equipment such as copiers, computers, monitors, printers, furniture, etc.)	20,000	2002
	20,000	2003
	20,000	2004
	20,000	2005
A&E for Resident Programs Facility	20,000	2003
Replacement Reserve (seed money for Resident Programs Facility)	18,898	2003
Site Acquisition	20,000	2003
Parking/Driveway Repair/Replacement for Community Center & Offices	50,000	2003
Landscaping	5,000	2004
Gutter system for Administrative Office	6,000	2002
Site Improvements to land at Kickapoo & 7 th (including drainage)	40,000	2003
Community Space Equipment and/or Furniture	20,000	2005
Expansion to Administrative/Community Buildings	200,000	2004
Total estimated cost over next 5 years	\$ 619,898	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA Wide	Management Improvements	NA	NA

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries, training, travel and employment costs for Resident Program's staff (Special Programs Manager, Grants Coordinator @ 31%, After-School Program Director – fulltime, Secretary – fulltime, and Secretary – part-time to Acct.1408)	112,825	2002
	112,825	2003
	112,825	2004
	112,825	2005
After-School Program social services & supplies	5,526	2002
	5,526	2003
	5,526	2004
	5,526	2005
Stipends for Mentors (\$5 per day, 3 mentors/day, 5 days/wk, 52 wks/year)	3,900	2002
	3,900	2003
	3,900	2004
	3,900	2005
Computer Software upgrades for administrative computer system	10,000	2002
	10,000	2003
	10,000	2004
	10,000	2005
Consultant for general administrative management improvements	5,000	2002
	5,000	2003
	5,000	2004
	5,000	2005
Salary, training, travel and employment costs for Account 1410 portion of Grants Coordinator (42%)	16,015	2002
	16,015	2003
	16,015	2004
	16,015	2005
Salary, training, travel and employment costs for Account 1410 portion of Director of Operations (10%)	5,799	2002
	5,799	2003
	5,799	2004
	5,799	2005
Total estimated cost over next 5 years	\$ 636,260	

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 903.79 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any

homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

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? 08/10/2000

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

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

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

C. Welfare Benefit Reductions

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

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

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

Implementation of Public Housing Resident Community Service Requirement as a “Required Attachment is shown at the end of this document and is noted in the Annual Plan Table of Contents.

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 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)]

PET POLICY

This Statement of Pet Policy is established for the Housing Authority of the City of Shawnee, Oklahoma (“Authority”) on _____. The provisions of this Pet Policy do not apply to certified guide, signal or service dogs needed as reasonable accommodation for a person with a disability.

The Authority allows for pet ownership in its developments with the written pre-approval in the form of a pet permit. Residents who are issued a pet permit by the Authority may own and keep common household pets (dogs/cats) in those units owned and operated by the Authority. All Residents who are eligible to keep a pet in housing owned by the Authority shall demonstrate that they have the physical, mental and financial

capability to care for the pet.

1.0 Application for Pet Permit

Prior to housing any pet on the premises the Resident shall submit to the Authority an application for a pet permit. The application shall be accompanied by the following:

- 1.1 A current license issued by the appropriate authority, if applicable; and
- 1.2 Evidence that the pet has been spayed or neutered, as applicable; and
- 1.3 Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable; and
- 1.4 A one-hundred dollar (\$100.00) additional Security Deposit.
- 1.5 The Resident shall also pay a one-time non-refundable pet fee of one-hundred dollars (\$100.00) in order to have a pet in the dwelling unit.
- 1.6 A letter or reference for the pet from previous landlord, if applicable.
- 1.7 A picture of pet for identification purposes.

The Resident and pet must be “interviewed” by the Authority before a decision is made to approve or reject the application for a pet permit. The Residents will read and fill out all applicable forms in the attached “Pet Owner Packet” and bring them to the interview.

2.0 All Residents with permitted pets shall comply with the following rules:

- 2.1 Permitted pets are domesticated dogs and cats. No other type of pets are allowed, with the exception of those approved in the dwelling Lease (bird/fish). The weight of a dog may not exceed twenty (20) pounds (projected to full adult size as determined by the Authority), and the weight of a cat may not exceed ten (10) pounds (projected to full adult size as determined by the Authority). A description of pet is required. Only the following pet is authorized to be kept in the Residents dwelling unit. No substitutions are allowed. Residents’ guest or Residents’ occupants shall not permit other pets on the premises.

*****Only one pet per household is permitted*****

Type	_____	Tag #	_____
Breed	_____	Weight	_____
Color	_____	Name	_____

Additional information about Pet:

-
- 2.3 Residents must show proof of annual rabies and distemper booster inoculations required by state or local law. Residents must abide by all City of Shawnee codes regarding the keeping of pets including but not limited to such requirements as leash laws, humane treatment of animals, and the like.
 - 2.4 Vicious and/or intimidating pets will not be allowed. The Authority specifically reserves the right to determine if the pet is vicious or intimidating.
 - 2.5 All dogs and cats must be spayed or neutered, as applicable; cats must be declawed on both front paws, with verification from a local veterinarian.
 - 2.6 Dogs and cats shall remain inside the Resident's unit. No animal shall be permitted in laundromats, community rooms, yards of other residents or other common areas of any facility.
 - 2.7 When taken outside the unit, dogs and cats must be kept on a leash (not more than six (6) feet in length), controlled under the Residents supervision at all times. The Authority shall have the right to report loose pets to the proper authorities for pick up and impoundment and shall have the right to pick up loose pets and turn them over to the proper authorities for impoundment. The Authority accepts not responsibility for loose pets under these circumstances.
 - 2.8 The pet shall not be tied to any fixed objects anywhere on any Authority property including walkways, stairs, stairwells, parking lots, grassy areas, playground and basketball facilities, bike racks, seating areas or any other place within the Authority.
 - 2.9 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other Residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, intimidation and other like activities. If complaints about such activities of a pet arise, the Authority will issue two warnings and the third incident within any twelve-month period shall mean eviction of the pet and/or the pet owner.
 - 2.10 Residents must provide litter boxes for cat waste, which must be kept in the Dwelling Unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
 - 2.11 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building or dwelling unit.
 - 2.12 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times. The Authority may require more frequent housekeeping inspections for Residents with pets than for Residents without pets.
 - 2.13 If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the Dwelling Unit, remove the pet and transfer it to the proper authorities, subject to the provision of State law and pertinent local ordinances. Authority accepts no responsibility for the animal under such circumstances. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.
 - 2.14 Residents shall not alter their unit, patio or unit area outside in order to create an

enclosure for any pet.

- 1.15 Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units (on a regular basis).
 - 1.16 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray
Animals shall constitute having a pet without written permission of the Authority. In addition, no guest may bring a pet onto the premises other than guests with a disability that brings a guide, signal or service dog.
 - 1.17 Residents must identify two (2) alternate custodians for pets in the event of resident illness
or other absence from the dwelling unit. The identification of alternate custodians must occur prior to Authority issuing a pet permit. The custodian must provide the Authority a signed statement indicating his/her willingness to accept responsibility for the pet.
- 3.0 The privilege of maintaining a pet in a facility owned and/or operated by the Authority shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to the Authority's Grievance Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other Residents, or create a problem in the area of cleanliness and sanitation.
- 4.0 Should a breach of the rules set forth above occur, the Authority may also exercise any remedy granted it in accord with appropriate State and local law.
- 5.0 Additional Rules: The Authority shall from time to time have the right to make reasonable changes and additions to pet rules, herein, if in writing and distributed to all residents who are permitted to have pets. The Authority will not make any changes until all Residents have formally been notified and given the opportunity for comments.
- 6.0 Miscellaneous Rules:
- A) Pet bedding shall not be washed in any common laundry facilities owned or operated by the Authority.
 - B) Residents must take appropriate actions to protect their pets from fleas and ticks.
 - C) All dogs and cats must wear a tag bearing the Resident's name and phone number and the date of the latest rabies inoculation.
 - D) Pets cannot be kept, bred or used for any commercial purpose.
 - E) Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in a sealed tear and leak proof container/liner.
 - F) A pet owner shall physically control or confine his/her pet during the times when Authority employees, agents or others enter the dwelling unit to conduct business, provide services, enforce lease terms, etc.
 - G) If a pet causes harm to any person, the pet's owner will be required to permanently remove the pet from the Authority property within 24 hours of written notice from the Authority. The pet owner may also be subject to eviction.

- 7.0 Liability for damages: Residents shall be liable for the entire amount of all damages caused by such pet. This applies to carpets, doors, walls, windows, screens, appliances and any other part of dwelling unit, including landscaping, if such items cannot be satisfactorily cleaned or repaired the Resident will be responsible for complete replacement. Payment for damages, repairs, cleaning, replacements, etc. shall be due immediately upon demand. Residents shall be liable for the entire amount of any injury to the person or property of others, caused by such pet, and resident shall indemnify the Authority for all cost or litigation and attorneys fees resulting from same.
- 8.0 Move-Out: Upon move-out of the unit, the carpet (if any) shall be professionally shampooed, and defleaed for the protection of future residents. Residents shall also be liable for deodorization of dwelling unit, if such is necessary in the judgement of Authority. All pet owners of non-carpeted units shall be required to deflea the unit upon vacating. The resident must provide written verification to the Authority to ensure that carpets have been professionally cleaned and that unit has been professionally defleaed. Such verification shall include a statement and paid receipt from contractor.

I have read and understand the above policy provisions regarding the keeping of pets and agree to abide by those provisions.

Resident Signature

Authority Staff Signature

Date

Date

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

Resident Advisory Board and other Resident Membership Comments:

- 1) Why do we have to do community service? These programs should be voluntary not mandatory.
- 2) Can we write our congressional leaders and get this rule changed?
- 3) Who determines who is exempt in the community service portion?
- 4) Residents are concerns about the amount of parking spaces at the Hi-Rise.
- 5) Residents wanted to know if there was funding for carpet for their units.
- 6) When will the Section 8 homeownership option begin?
- 7) Can rent be cheaper?
- 8) What deductions or allowances are allowed?
- 9) Can homeownership be made so a disabled person on fixed income can apply?
- 10) Could you please circulate a Section 8 newsletter?
- 11) Is the money in Capital Fund going to be used to clean mold in units?
- 12) The roof leaks sometimes in the sunroom on the third floor of Tower.
- 13) There are areas of the sidewalks that need repair at the Tower.

- 14) There is a water leak by the wash room on 1st floor at Tower.
- 15) Can we get additional fire alarms in units?
- 16) The A/C vents need to be cleaned.
- 17) Some of the Residents at the Tower want covered parking and assigned parking
- 18) The building expansion is that to be expanding the existing office building?
- 19) How do we screen applications on PHDEP?
- 20) Do we get penalized on deconcentration if we don't meet the criteria?
- 21) Community Service is believed to be servitude. Its not volunteering if you are required to do it. If you don't get paid, its slavery.
- 22) Do women with small children have to participant in Community Service?
- 23) How are we going to keep pets out of other people's yards?
- 24) Most of us residents don't want pets.
- 25) I don't believe we need pets in public housing.
- 26) A bunch of resident are 100% against pets in public housing.
- 27) Finally, a Resident just wanted to say that we very much appreciate the work that has gone into this plan by staff, residents and board members.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

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).

D. Other Information Required by HUD

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

Deconcentration Policy

PUBLIC HOUSING:

In an ongoing effort for the Authority to meet or exceed the laws and regulations regarding its public housing programs, the following Deconcentration Policy has been developed in order to comply with the Quality Housing and Work Responsibility Act of 1998, Section 513.

Income Mix Targeting:

To meet the requirements of the Act, and subsequent HUD regulations, at least 40 percent of families admitted to public housing by the Authority must have incomes that do not exceed 30 percent of the area median.

Additionally, to meet this goal, the Authority may use the provisions of fungibility to the extent that the Authority has provided more than 75% of newly available vouchers and certificates in its Section 8 program including those resulting from turnover, to very poor families. The number of fungible housing credits used to drop the annual requirement for housing very poor families below 40% of the newly available units in public housing is limited to the lowest of the following:

1. The number of units equivalent to 10% of the number of newly available vouchers and certificates in that fiscal year; or
2. The number of public housing units that (i) are in public housing developments located in census tracts having a poverty rate of 30% or more, and (ii) are made available for occupancy by, and actually occupied in that year by families other than very poor families; or
3. The number of units that cause the housing authority's overall requirement for housing very poor families to drop to 30% of its newly available units.

Fungibility makes the income targeting requirements in public housing and the section 8 tenant-based assistance interchangeable.

Prohibition of concentration of low-income families:

In meeting the income mix targeting, our agency plans not to concentrate very low-income families, or other families with relatively low incomes, in public housing units in certain developments or certain buildings. The Authority will

review the income and occupancy characteristics of the housing developments and the buildings of each development to ensure that a low-income concentration does not occur.

Deconcentration:

The Authority will make every effort to deconcentrate families of certain income characteristics within the Authority owned developments. To achieve this, the Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in developments predominantly occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in development predominantly occupied by eligible families having higher incomes. Incentives by the Housing Authority allow for the eligible family to have the sole discretion in determining whether to accept the incentive and the Authority will not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this deconcentration policy shall not be considered an adverse action. As such, the Authority will continue to accept applications and place the individuals on a waiting list (if waiting list is open). Selection will be made based on a combination of the local preference (Time and Date) and an income target mix. Any eligible family who qualifies as a higher income family may accept a dwelling unit assignment and/or be placed randomly into a vacant housing unit.

The Authority will track the income mix within each project and building as an effort to avoid a concentration of higher or lower income families in any one building or development.

The HUD FY2000 Income Limits and Fair Market Rent Data show the Median Income for Pottawatomie County is \$44,100. Thirty (30) percent of the median income is \$13,230.

Thirty (30) percent of the Median Income per number in a household is as follows:

# of persons	1	2	3	4	5	6	7	8
Amount	9,250	10,600	11,900	13,250	14,300	15,350	16,400	17,450

The Authority has 440 units of Low-Rent housing available. Per the QHWRA of 1998, 40% of the leased units must be housed with families with incomes 30% or less of the median income, or 176 units. A breakdown of units leased on 06/01/99 showed that 334 or 76% of the families residing in our units have incomes at, or below \$13,230 or 30% of median income, which surpasses the

QHWRA of 1998 requirements by 36%.

The percentage of families leased with incomes under \$13,230, or 30% of median income per development are described below.

<u>Development</u>	<u>Percentage</u>	<u>Average family income</u>
95-1 project	75 %	\$ 7,532.00
95-2 project	89 %	\$ 8,971.00
95-3 project	72 %	\$ 8,380.00
95-5 project	67 %	\$ 9,659.00
95-6 project	87 %	\$ 6,099.00
95-7 project	42 %	\$ 11,004.00

Each project has greater than 40% of the families with 30% or less of the median income.

Monitoring will be conducted to confirm that at least 40% of all leased units will be within 30% of median income.

Efforts through marketing and outreach shall be made to increase the number of families with incomes greater than 30% of median income in the projects noted above in order to avoid concentrations of very low-income families in the projects as per the requirements of QHWRA of 1998.

SECTION 8 TENANT-BASED ASSISTANCE:

Income mix targeting:

In each fiscal year, not less than 75% of the new admissions must have incomes at or below 30% of the area median income.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. **General Information/History**
2. **PHDEP Plan Goals/Budget**
3. **Milestones**
4. **Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant \$101,317

B. Eligibility type (Indicate with an “x”) N1_____ N2_____ R x_____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The 2001 Annual PHDEP Plan for the Housing Authority of the City of Shawnee, Oklahoma will continue the use of a comprehensive law enforcement, and prevention based approach to reduce and eliminate drugs and drug related crime in housing. By combining community policing, strong management strategies, and effective prevention/intervention programs, the Authority provides opportunities and increased safety for all residents. Prevention programs that will be offered include 1) An after school and youth sports program that provide a safe place and positive alternatives for youth, 2) A counseling component that provides regular prevention/intervention education for adults and youth and highly utilized counseling, counseling services, and referrals, as well as 3) Opportunities for education and employment training through the provision of a computer education class. Interactive, objective evaluation and monitoring of the programs, program objectives and results will ensure the continued integrity of all aspects of the Housing Authority of the City of Shawnee’s PHDEP.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Rental – OK56P095001	100	236
Shawnee High Rise – OK56P095002	80	81
Rental – OK095P095003	90	234
Shawnee Tower – OK56095005	95	96

Prince Hall Apts – OK56095006	49	133
Unnamed – OK56P095007	26	105

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** x **24**
Months _____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	208,584	OK56DEP095-96			
FY 1997	132,000	OK56DEP0950197			
FY1998	132,000	OK56DEP0950198	45,168.93		11-08-00
FY 1999	97,214	OK56DEP0950199	85,595.42		12-31-00
FY 2000	101,317	OK56DEP0950100	101,317.00		12-31-01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Housing Authority of the City of Shawnee’s 2001 Annual PHDEP Plan continues to be a comprehensive strategy that targets youth, adults and families in the Authority’s housing. This strategy includes management strategies that support the overall goal of reducing drug-related crime by continuing to implement the stricter policies and eviction procedures and the *One Strike You’re Out Policy*. It includes law enforcement strategies that include providing visible community policing through a contract with the City of Shawnee’s Police Department which maintains the current level of one full time law enforcement officer dedicated to the Housing Authority, increasing cooperation with law enforcement agencies such as the District Attorney’s Drug Task Force, and utilizing a canine to enhance law enforcement strategies. To complement these strategies a combination of drug abuse prevention and intervention activities are implemented to provide a holistic approach to the prevention of drug related crime and to assist drug users in modifying their behavior and in obtaining early treatment at a treatment facility, thereby decreasing drugs and drug-related crime in the housing community by measurable

amounts. This accomplished by providing an after school program for youth, a youth sports program, drug prevention/intervention counseling and counseling services, education and training activities that include a computer class, and referrals for drug abuse treatment. This comprehensive strategy will continue to effectively reduce drug and drug related crime in the housing community and to ensure so the Grant Manager will be responsible for implementing sound administrative and evaluative practices that ensure all goals are met and supporting documentation is in place.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<u>FY 2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	35,509.70
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	45,802.56
9170 - Drug Intervention	10,324.74
9180 - Drug Treatment	
9190 - Other Program Costs	9,680.00
TOTAL PHDEP FUNDING	101,317.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement		Total PHDEP Funding: \$ 35,509.70
Goal(s)	During the term of the FY 2001 PHDEP, the Housing Authority of the City of Shawnee proposes to reduce drugs and drug related crime in and around public housing by continuing to implement comprehensive drug strategy.	
Objectives	The Housing Authority of the City of Shawnee proposes to reduce reports of a Part I or Part II crime by 10% during the term of the FY 2001 PHDEP through the implementation of a contract with the City of Shawnee Police Department for reimbursement of a full time officer above and beyond the baseline of services. The crime that will be reduced will be determined utilizing the baseline data for the one year period preceding the grant term.	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Police Contract			11/01	12/02	35,509.70		10% reduction in reports of a Part I or Part II crime

9160 - Drug Prevention	Total PHDEP Funding: \$ 45,802.56
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Goal(s)	During the term of the FY 2001 PHDEP, the Housing Authority of the City of Shawnee proposes to continue to implement a prevention program that is utilized by 15% of residents targeting youth adults, and families and is designed to provide a holistic approach to the prevention of drug-related crime and drug abuse through prevention education, employment development, education and training activities and assist in providing support services
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Objectives	<ol style="list-style-type: none"> The Housing Authority of the City of Shawnee proposes to provide 77 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, an increase of 10%. The Housing Authority of the City of Shawnee proposes to provide 40 youth with an opportunity to participate in organized sports or recreational activities. The Housing Authority of the City of Shawnee proposes to increase participation in the 6 annual substance abuse education workshops for youth and the Drug Free Club by 5% to 3 youth. The Housing Authority of the city of Shawnee proposes to provide counseling and other drug prevention services to at least 11 different individuals per month or spend at least 71.5 hours per month providing these services, an increase of 10%. The Housing Authority of the City of Shawnee proposes to increase participation in the 6 annual substance abuse education workshops and the Woman to Woman Support Group by 5% to 25 The Housing Authority of the City of Shawnee proposes to maintain participation in the computer training class at 30 individuals and increase the level of certificates of completion being awarded to 16, a 7% increase.
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Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. After School Program	77	Public Housing	11/01	12/02	12,647.64		Enrollment increase of 10%
2. Youth Sports Program	40	Public Housing	11/01	12/02	2,277.00		Maintain participation at 40 youth
3. Prevention Counseling Contract	190	Public Housing	11/01	12/02	24,091.06		5% increase in youth participation, 10% increase in counseling, 5% increase in adult participation

4. Computer Course Contract	30	Public Housing	11/01	12/02	6,240.00		Maintain enrollment of 30 and increase certificates of completion by 7%
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9170 - Drug Intervention					Total PHDEP Funding: \$10,324.74		
Goal(s)	The Housing Authority of the City of Shawnee proposes to identify at least five drug users, assist them in modifying their behavior and in obtaining early treatment at a treatment facility, thereby decreasing drug-related activity in the housing community.						
Objectives	The Housing Authority of the city of Shawnee proposes to provide at least 5 referrals for placement with a treatment facility.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Intervention	5	Public Housing	11/01	12/02	10,324.74		Maintain referrals at 5

9190 - Other Program Costs					Total PHDEP Funds: \$ 9,680.00		
Goal(s)	The Housing Authority of the City of Shawnee 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.						
Objectives	The Housing Authority of the City of Shawnee proposes to implement sound administrative and evaluative practices that ensure that all goals are met and supporting documentation is in place.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Grant Manager			11/01	12/02	9,680.00		Semi-annual reporting, audits and expenditures

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2

PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	8,877.43		
9120				
9130				
9140				
9150				
9160	Activities 1,2,3,4	11,450.64		
9170	Activity 1	2,581.19		
9180				
9190	Activity 1	2,420.00		
TOTAL		\$ 25,329.26		\$

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

CONTINUED OCCUPANCY AND COMMUNITY SERVICE PROGRAM

GENERAL

The community service and self-sufficiency provision is intended to assist adult residents in improving their economic and social well being. In addition it gives residents a greater stake in their communities. The term *community service* is defined in 24 CFR 960.601 as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. Community service or self-sufficiency activities performed by residents *must not be substituted* for work ordinarily performed by Authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24 CFR 960.609).

In order to be eligible for continued occupancy, each adult family member must either:

- 1) Contribute eight hours per month of community service, or
- 2) Participate in an economic self-sufficiency program, or
- 3) Perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

NOTE: The above-described programs must meet the Authority's minimum requirements to be an approved activity for community service.

EXEMPTIONS

The following adult members of Resident families are exempt from this requirement:

- A) Family members who are 62 or older.
- B) Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certify that because of this disability they are unable to comply with the community service requirement.
- C) Family members who are the primary caregiver for someone who is blind or disabled as set forth in Paragraph B above.
- D) Family members engaged in work activity as defined in Section 407 (d)

of the Social Security Act (42 U.S.C 607(d)) below.

- E) Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F) Family members receiving assistance, benefits, or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

WORK ACTIVITY

Is described by Section 407(d) of the Social Security Act (42 U.S.C. 607 (d)) as the following:

- 1) Unsubsidized employment (see employment below)
- 2) Subsidized private-sector employment
- 3) Subsidized public-sector employment
- 4) Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private-sector employment is not available
- 5) On-the-job training
- 6) Job search and job-readiness assistance
- 7) Community service programs
- 8) Vocational education training (not to exceed 12 months with respect to any individual)
- 9) Job skills training directly related to employment
- 10) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- 11) Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such as certificate
- 12) The provision of childcare services to an individual who is participating in a community service program.

To qualify under any employment category a non-exempt public housing a resident must work a minimum of 10 verifiable hours per week.

VERIFICATION OF EXEMPT STATUS

The Authority has developed the following system for determining eligibility of exempt

and nonexempt public housing adult residents and applicants. The verification process allows in most cases thirty to sixty days to verify the exempt or nonexempt status prior to re-examination. All applicants will be pre-evaluated and notified of the community service program prior to initial leasing.

Residents and applicants who have demonstrated general eligibility criteria as elderly (persons 62 years or older); blind or disabled or primarily caretakers of such individual do not have to provide any additional verification to the Authority to meet the exempt status under the community service and self-sufficiency provision. However, persons with a disability who wish to be exempt also have to self-certify that they are unable to participate in the service requirement due to the nature of their disability.

Persons who are exempt because of the following, are required to provide written documentation or sign a release of information form. This will allow the Authority to obtain information from the welfare agency and to verify their exempt status:

- Engaged in work activities and meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State of Oklahoma, including a state-administered welfare-to-work program.
- Members of a family receiving assistance, benefits or services under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State of Oklahoma, including a State-administered welfare-to-work program and have not been found by the State or other administering entity to be in noncompliance with such program.

NOTIFICATION OF THE REQUIREMENT

The Authority shall identify all adult family members who are not exempt from the community service requirement. An adult is a person who is:

- a. 18 years of age or older,
- b. 16 years of age and married (not common-law), or
- c. A person that has been relieved of the disability of non-age by the juvenile court.

The Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status upon certification and verification by the Authority.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after January 1, 2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the personal responsibility of the Resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to prepare a participant for employment.

The Authority will coordinate with social service agencies, courts, local schools, and resident advisory organization to create volunteer positions.

THE PROCESS

At the first annual reexamination on or after January 1, 2001, and each annual reexamination thereafter, the Authority will perform the following:

- A) Provide a list of volunteer opportunities to the family member.
- B) Provide information about obtaining suitable volunteer positions.
- C) Provide a volunteer time sheet to the family member. Instructions for the time sheet will require the individual to complete the form and have a supervisor date and sign for each period of work performed.
- D) Assign family members to a coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The coordinator or designee will track the family member's progress monthly and will meet with the family member

as needed to encourage compliance.

- E) Thirty (30) days prior to the family's next lease anniversary date, the coordinator will advise the Authority whether each applicable adult family member is in compliance with the community service requirement.

NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Authority will notify the family of the following should any adult member(s) found to be in non-compliance of the community service requirement.

- A) The family member(s) has been determined to be in non-compliance;
- B) That the determination is subject to the grievance procedure; and
- C) That, unless the family member(s) enter in an agreement to comply, the lease will not be renewed or will be terminated.

OPPORTUNITY FOR CURE

The Authority will offer the family member(s) the opportunity to enter in an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall, at the same time stay current with that year's community service requirement. The first hours a Resident earns go toward the current commitment until the current year's commitment is made. The Authority will offer the Resident or any other adult members the opportunity to enter into an agreement to cure the noncompliance. This agreement will include:

- The additional numbers of hours of service or activities needed to make up the total number of hours required over the 12-month lease term of the new lease; and
- Assurance that all members of the family who are subject to the service requirement are currently complying with the service requirement; or
- Written assurances satisfactory to the Authority that the tenant or other non-compliant resident no longer resides in the dwelling unit.

The coordinator or designee will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill the

obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service the Authority shall take action to terminate the lease.

PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing this service requirement, the Authority shall not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

GRIEVANCE

The Resident may request a grievance hearing on the Authority's determination of noncompliance in accordance with the established grievance procedure of the Authority 24 CFR 966 Subpart B and any Resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the dwelling lease agreement because of such determination.

PHA IMPLEMENTATION SCHEDULE OF COMMUNITY SERVICE REQUIREMENT

Outlined below is the administrative steps being taken to implement the requirement:

- 1) Scheduled changes in lease: The community service requirement is scheduled to become effective for this Authority January 1, 2001. Therefore, the scheduled changes in our lease and admission and occupancy policies are also scheduled to change to encompass this requirement on or around January 1, 2001.
- 2) Development of written description of the service requirement: Policies and procedures have been completed and attached to this plan.
- 3) Written notification to residents regarding requirement exempt status of each adult family member: All existing residents will be notified of their exempt or non-exempt status and of the requirement of the community service requirement. In addition, all new leases after the effective date of this requirement, all new leases will incorporate this requirement and notification.
- 4) Cooperative agreement with TANF agencies: A cooperation agreement with the local TANF agency to share information and /or target supportive services was formulated and signed on August 10, 2000.
- 5) Requirements/activities resident may participate in: The Authority has obtained and

approved permissible activities and is listed at supporting documentation to the community service plan.

- 6) Partner agencies offering opportunities: The Authority has obtained a variety of listings from the court system of agency who participate in an existing community service program. In addition, with participation from our Resident Advisory Boards, we will be identifying additional eligible activities.
- 7) Process to cure non-compliance: The process of cure for non-compliance is outlined in the written policy per attached addendum.

Membership of the Resident Advisory Board/s

The Authority has developed two Resident Advisory Boards. The boards and their representatives are listed below:

Public Housing: This membership is governed by the Public Housing Resident Organization, Inc., Executive Board, known as the Working to Improve Shawnee Housing (W.I.S.H. Team). This organization is recognized by the Authority and serves as the Resident Advisor Board (RAB) for all Public Housing issues and concerns. The method of selection of this board is through solicitation and nominations by the resident body as a whole. This board holds monthly meetings with officer and board membership semi-annually.

Clay Clark, President
James Plumley, Vice President
Ina Boone, Secretary
Peggy Clark, Treasurer
Vacant, Parliamentarian
Board Member, Tamala Young
Board Member, Haskell Plumley

Tenant Based Section 8: This membership is not an organized group, other than to serve the interest of the Section 8 Participants as a Resident Advisory Board (RAB). This group of individuals is the recognized group by the Authority. This membership was solicited by mailing notices to all Section 8 Participants on the program and selection was held among the group of attendees present at the regular meeting. The term of these positions are annually. The resident membership of this governing board does not identify its positions, but as a general membership only to assist in planning and implementation of the Annual Plan.

Members include:

Sharon Ferree
Maria Burger
Sherida Taylor
Karen Austin

Resident Assessment Satisfaction Survey (RASS)

Follow-up Plan

This narrative is the result of recommendations that were made as a result of the RASS survey conducted. As a requirement according to RASS the Authority was required to complete a View Follow-up Plan for Year 1999. This follow-up plan allows the Authority to communicate our action in addressing areas of our survey that scored below 90% resident satisfaction.

Therefore, the Authority is responding below to the Survey on Safety:

The Authority is currently participating in the PHDEP Program and has applied for additional funding for the next fiscal year. Through this program, the Authority will take an active role in Resident concerns and increase awareness of existing programs available. The Authority is currently analyzing our safety complaints that have been submitted through our in-house surveys, therefore addressing the issue of safety improvements within our developments. As mentioned, we are conducting our own in-house survey to pole Residents to gage the severity of concerns and issues. With these responses the Authority will be able to demonstrate success and improvements within our developments. We will begin with the following and continue to work closely with the local police department in the areas of patrolling and surveillance. We will complete the following: 1) Offer dwelling units on an as needed basis access to local police for surveillance. 2) Hold regular meetings with local police and PHA. 3) Conduct security and safety surveys. 4) Work with Resident Councils in the implementation of needed safety programs.

The Authority has employed 1 full time police officer, 1 part-time police officer, 1 night monitor (security type), and in process of installing surveillance camera's at two senior developments at all entrances of buildings.

Survey on Neighborhood Appearance Section:

The Authority will actively engage in improving and modernizing the appearance of our developments. Again, we are conducting an in-house survey to pole Resident concerns in the areas of appearance. We are in the beginning stages of performing such upgrades such as stair replacement, exterior upgrades and painting, landscaping and other modernization work.

The Authority has in its Capital Fund Program the replacement of stair casing and have completed process of visiting with A/E staff to begin planning and installation. Painting and physical changes are near completion to one development and fencing has just been completed in another development. Sidewalks that were heaving and cracked have recently been

replaced.

Narrative of Progress on Five-year Mission and Goals

As show in italics in the PHA Five-Year Plan, the Authority has completed several goals. The goals that have been completed are listed below.

- 1) The Authority applied for Fair Share Allocation of Incremental Voucher Funding on April 24, 2000.
- 2) Expanded services in our after-school program, and upgraded facilities, such as fencing, etc.
- 3) Reached goal as remaining high-performer (91.5 score)
- 4) Completed in-house survey on success of follow-up to RASS and Agency Plan.
- 5) Continued to Renovate or modernize public housing units by installing new appliances, painting and fencing.
- 6) Increased voucher payment standards: Completed this recently with FMR adjustments, these were increased to 100% of FMR.
- 7) Increase assisted housing choice: The Authority is now reviewing requirements and needs to implement Section 8 homeownership option.
- 8) Developed updated Deconcentration Policy.
- 9) Annually checking statistics to ensure compliance in income mixing and assuring equal access.
- 10) Completed Cooperation Agreement with local DHS/TANF agency
- 11) Improving inter-agency marketing strategy by improving brochures and outreach.

