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

# *Small PHA Plan Update for the Housing Authority of the City of Kirksville Annual Plan for Fiscal Year: 2003*

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

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

# PHA Plan
# Agency Identification

## PHA Name: *Housing Authority of the City of Kirksville*

## PHA Number: *MO145*

## PHA Fiscal Year Beginning: (mm/yyyy) *01/2003*

## PHA Plan Contact Information:

Name: ***Douglas Brown, Executive Director & Dora Oliva, The Nelrod Company***
Phone: ***660-665-8539 & 817-922-9000 ext. 623***
TDD:
Email (if available): ***hack@cableone.net & dora@nelrod.com***

## 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

## 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
☐ Main administrative office of the local, county or State government
☐ Public library
☐ PHA website
☐ Other (list below)

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

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

**PHA Programs Administered**:

☒Public Housing and Section 8 ☐Section 8 Only ☐Public Housing Only

# Annual PHA Plan
# Fiscal Year 20*03*

[24 CFR Part 903.7]

## i. Table of Contents

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

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**Attachments**

☒ Attachment A: Supporting Documents Available for Review
☒ Attachment B: Capital Fund Program Annual Statement - ***mo145b02***
☒ Attachment C: Capital Fund Program 5 Year Action Plan - ***mo145c02***
☐ Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement
☐ Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan
☒ Attachment D: Resident Membership on PHA Board or Governing Body - ***mo145d02***
☒ Attachment E: Membership of Resident Advisory Board or Boards - ***mo145e02***
☐ Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)
*Deconcentration and Income Targeting Policy* - ***mo145g02***
*Pet Ownership Policy – family*- ***mo145h02***
*Pet Ownership Policy – elderly/disabled* - ***mo145i02***
*Deconcentration and Income Mixing attachment* - ***mo145j02***
*Voluntary Initial Conversion Assessment* - ***mo145k02***
*Progress Statement* - ***mo145l02***
*2000 Performance and Evaluation Report* – ***mo145m02***



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*2001 Performance and Evaluation Report – **mo145n02***
*2002 Performance and Evaluation Report – **mo145o02***
*Safety Action Plan – **mo145p02***

# ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

*The Housing Authority of the City of Kirksville has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of Kirksville during FY 2003 include:*

- *Preserve and improve the public housing stock through the Capital Funds activities.*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Kirksville to meet the housing needs of the full range of low-income residents. The Housing Authority of the Kirksville, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the "higher quality of life" destination for the City of Kirksville.*

## 1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

***Component 5: Operations and Management Policies***

*Reviewed and updated:*

- *Procurement Policy*
- *Financial Policies (8)*
- *Maintenance Plan (including Pest Eradication Policy)*
- *National and Natural Disaster Response Policy*
- *Deconcentration Policy*
- *Pet Policy (Elderly/Disabled)*
- *Pet Policy (Family)*

***Component 12: Community Service Programs***

*Removed Community Service Policy – community service no longer required by HUD*
*Recruited and hired Resident Services Coordinator for the Family Self-Sufficiency Program*

***Component 14: Pet Ownership Policies***

*Reviewed and updated:*

- *Pet Ownership Policy (Elderly/Disabled)*
- *Pet Ownership Policy (Family)*

***Component 16: Fiscal Audit***

- *The PHA had the required audit conducted.*
- *The most recent fiscal audit was submitted to HUD.*
- *There were some findings as the result of the audit.*
- *No unresolved findings remain.*

## 2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? $ 206,926

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment ***mo145c02***

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

The Capital Fund Program Annual Statement is provided as Attachment ***mo145b02***

## 3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description ***n/a***

| **Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)** |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. Activity type: Demolition ☐<br>Disposition ☐ |
| 3. Application status (select one)<br>Approved ☐<br>Submitted, pending approval ☐<br>Planned application ☐ |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br>☐ Part of the development<br>☐ Total development |
| 7. Relocation resources (select all that apply)<br>☐ Section 8 for units<br>☐ Public housing for units<br>☐ Preference for admission to other public housing or section 8<br>☐ Other housing for units (describe below) |
| 8. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Actual or projected start date of relocation activities:<br>c. Projected end date of activity: |

## 4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. ☐ 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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program** ***n/a***

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner down-payment requirement of at least 3 percent and requiring that at least 1 percent of the down-payment comes from the family's resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## 5. Safety and Crime Prevention: PHDEP Plan *(no longer required)*

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? $ _____

C. ☐ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment ____

# 6. Other Information

[24 CFR Part 903.7 9 (r)]

## A. Resident Advisory Board (RAB) Recommendations and PHA Response

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

2. If yes, the comments are Attached at Attachment (File name) *n/a*

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

☐ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.

☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.

☐ Other: (list below)

## B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) ***State of Missouri and City of Kirksville***

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

☒ Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
***Shared cost with the City on sidewalk replacement in developments***

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
   - *Promote adequate affordable housing*
   - *Promote economic opportunity; and*
   - *Promote a suitable living environment without discrimination.*

## C. Criteria for Substantial Deviation and Significant Amendments

### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

### A. Substantial Deviation from the 5-year Plan:

- *Any change to the Mission Statement;*
- *50% deletion from or addition to the goals and objectives as a whole; and*
- *50% or more decrease in the quantifiable measurement of any individual goal and objective.*

### B. Significant Amendment or Modification to the Annual Plan:

- *Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;*
- *Changes to rent or admissions policies or organization of the waiting list;*
- *Any submission to HUD that requires a separate notification to residents, such as HOPE VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and*
- *Any change inconsistent with the local, approved Consolidated Plan.*

# Attachment_A_
## Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| *X* | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| *N/A* | State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update) | 5 Year and Annual Plans |
| | | |
| *X* | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| *X* | Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| *X* | Any policy governing occupancy of Police Officers in Public Housing<br>☒ check here if included in the public housing A&O Policy | Annual Plan: Eligibility, Selection, and Admissions Policies |
| *X* | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| *X* | Public housing rent determination policies, including the method for setting public housing flat rents<br>☒ 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<br>☒ check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| *X* | Section 8 rent determination (payment standard) policies<br>☒ check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| *X* | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| *X* | Results of latest binding Public Housing Assessment System (PHAS) Assessment | Annual Plan: Management and Operations |
| *X* | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self-sufficiency |
| *X* | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| *X* | Any required policies governing any Section 8 special housing types<br>☒ check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| *X* | Public housing grievance procedures<br>☒ check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| *X* | Section 8 informal review and hearing procedures<br>☒ 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 any active grant year | Annual Plan: Capital Needs |
| *X* | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants | Annual Plan: Capital Needs |
| *N/A* | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| *X* | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA). | Annual Plan: Capital Needs |
| *N/A* | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| *N/A* | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| *X* | 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, Section 22 of the US Housing Act of 1937, or Section 33 of the USHousing Act of 1937 | Annual Plan: Conversion of Public Housing |
| *N/A* | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| *N/A* | Policies governing any Section 8 Homeownership program (section _____of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| *X* | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies | Annual Plan: Community Service & Self-sufficiency |
| *N/A* | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-sufficiency |
| *X* | Section 3 documentation required by 24 CFR Part 135, Subpart E | Annual Plan: Community Service & Self-sufficiency |
| *N/A* | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-sufficiency |
| *N/A* | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report | Annual Plan: Safety and Crime Prevention |
| *N/A* | PHDEP-related documentation:<br>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;<br>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);<br>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;<br>· Coordination with other law enforcement efforts;<br>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and<br>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. | Annual Plan: Safety and Crime Prevention |
| *X* | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)<br>☒ check here if included in the public housing A & O Policy | Pet Policy |
| *X* | The results of 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 |
| *N/A* | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| *N/A* | Other supporting documents (optional)<br>(list individually; use as many lines as necessary) | (specify as needed) |

# Annual Statement/Performance and Evaluation Report
# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| PHA Name: *see attachment mo145b02* | Grant Type and Number<br>Capital Fund Program:<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant: |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Non-expendable | | | | |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Mod Used for Development | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |
| 23 | Amount of line 20 Related to Security | | | | |

# Annual Statement/Performance and Evaluation Report
# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| PHA Name: *see attachment mo145b02* | Grant Type and Number<br>Capital Fund Program:<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant: |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| 24 | Amount of line 20 Related to Energy Conservation Measures | | | | |

# Annual Statement/Performance and Evaluation Report
# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
# Part II: Supporting Pages

| PHA Name: *See attachment mo145b02* | **Grant Type and Number** Capital Fund Program #: Capital Fund Program Replacement Housing Factor #: | **Federal FY of Grant:** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
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# Annual Statement/Performance and Evaluation Report
# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
# Part III: Implementation Schedule

| PHA Name: *see attachment mo145b02* | **Grant Type and Number**<br>Capital Fund Program #:<br>Capital Fund Program Replacement Housing Factor #: | **Federal FY of Grant:** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quart Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
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# Capital Fund Program 5-Year Action Plan

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.

| **CFP 5-Year Action Plan**<br>☐ **Original statement** ☐ **Revised statement** | | | |
|---|---|---|---|
| **Development Number** | **Development Name (or indicate PHA wide)** | | |
| | | | |
| **Description of Needed Physical Improvements or Management Improvements** | | **Estimated Cost** | **Planned Start Date (HA Fiscal Year)** |
| *See attachment mo145c02* | | | |
| **Total estimated cost over next 5 years** | | | |

# PHA Public Housing Drug Elimination Program Plan

*No longer required*

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

## Section 1: General Information/History

**A. Amount of PHDEP Grant $_____**

**B. Eligibility type (Indicate with an "x") N1_____ N2_____ R_____**

**C. FFY in which funding is requested _____**

**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

### 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. Unit count information should be consistent with that available in PIC.

| 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) |
|---|---|---|
| | | |
| | | |
| | | |

### 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).

**12 Months_____ 18 Months_____ 24 Months_____**

## 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. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. 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 | Grant Start Date | Grant Term End Date |
|---|---|---|---|---|---|---|
| FY 1995 | | | | | | |
| FY 1996 | | | | | | |
| FY 1997 | | | | | | |
| FY1998 | | | | | | |
| FY 1999 | | | | | | |

## 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.

## B. PHDEP Budget Summary

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

| FFY _____ PHDEP Budget Summary<br>**Original statement**<br>**Revised statement dated:** | |
|---|---|
| **Budget Line Item** | **Total Funding** |
| 9110 – Reimbursement of Law Enforcement | |
| 9115 - Special Initiative | |
| 9116 - Gun Buyback TA Match | |
| 9120 - Security Personnel | |
| 9130 - Employment of Investigators | |
| 9140 - Voluntary Tenant Patrol | |
| 9150 - Physical Improvements | |
| 9160 - Drug Prevention | |
| 9170 - Drug Intervention | |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs | |
| | |
| **TOTAL PHDEP FUNDING** | |

## 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: $** | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/ Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| **9115 - Special Initiative** | | | | | | **Total PHDEP Funding: $** | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/ Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9116 - Gun Buyback TA Match | | | | | | | Total PHDEP Funding: $ |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9120 - Security Personnel | | | | | | | Total PHDEP Funding: $ |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9130 – Employment of Investigators | | | | | | | Total PHDEP Funding: $ |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| **9140 – Voluntary Tenant Patrol** | | | | | **Total PHDEP Funding: $** | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| **9150 - Physical Improvements** | | | | | **Total PHDEP Funding: $** | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| **9160 - Drug Prevention** | | | | | **Total PHDEP Funding: $** | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9170 - Drug Intervention | | | | | Total PHDEP Funding: $ | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9180 - Drug Treatment | | | | | Total PHDEP Funding: $ | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9190 - Other Program Costs | | | | | Total PHDEP Funds: $ | | |
|---|---|---|---|---|---|---|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2. | | | | | | | |
| 3. | | | | | | | |

# CAPITAL FUND PROGRAM TABLES START HERE

## Annual Statement /Performance and Evaluation Report

## Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| PHA Name: | Grant Type and Number: MO36P145-0100 | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: | **2000** |
| | Replacement Housing Factor Grant No: | |

☐ **Original Annual Statemen** ☐ **Reserved for Disasters/Emergencies** ☐ **Revised Annual Statement/Revision Number** _____

■ **Performance and Evaluation Report for Program Year Ending** ☐ **Final Performance and Evaluation Report for Program Year Ending**_____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 14,576.00 | 14,576.00 | 14,576.00 | 14,576.00 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 13,000.00 | 38,122.00 | 38,122.00 | 38,122.00 |
| 10 | 1460 Dwelling Structures | 161,855.00 | 146,529.00 | 146,529.00 | 146,529.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | 22,000.00 | 12,204.00 | 12,204.00 | 12,204.00 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant (sums of lines 2-20) | 215,431.00 | 215,431.00 | 215,431.00 | 215,431.00 |

## Annual Statement/Performance and Evaluation Report and Evaluation Report
## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
## Part II: Supporting Pages

| PHA Name: | Grant Type and Number: Capital Funds MO36P145-0100 | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No:<br>Replacement Housing Factor Grant No: | **2000** |

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| M 145-2 | Operations | 1406 | | 14,576 | 14,576 | 14,576 | 14,576 | Complete |
| M 145-2 | Administrtion | 1410 | 2 staff | 4,000 | 4,000 | 4,000 | 4,000 | Complete |
| M 145-2 | Asphalt/ Seal Driveway | 1450 | 44,612 sq ft | 8,000 | 3,569 | 3,569 | 3,569 | Complete |
| M 145-2 | Concrete sidewalk replacement | 1450 | 11,447 sq ft | 5,000 | 34,553 | 34,553 | 34,553 | Complete |
| M 145-2 | Reroofing @ site A & C | 1460 | 34 buildings | 120,000 | 146,529 | 146,529 | 146,529 | Complete |
| M 145-2 | Replace Bifold doors at site C | 1460 | 205 doors | 41,855 | 0 | 0 | 0 | Delete |
| M 145-2 | Replac front end loader | 1475 | 1 loader | 22,000 | 12,204 | 12,204 | 12,204 | Complete |
| | | | | | | | | |
| | | | | | | | | |



**Annual Statement/Performance and Evaluation Report and Evaluation Report**

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
## Part III: Implementation Schedule

| PHA Name: | Grant Type and Number: MO36P145-0100 | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No:<br>Replacement Housing Factor Grant No: | **2000** |

| velopment Numl Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 1406 operatin | 12/31/2001 | | 6/11/2001 | 6/30/2003 | | 6/11/2001 | |
| 1410 Admin | 12/31/2001 | | 6/11/2001 | 6/30/2003 | | 6/11/2001 | |
| 1450 Asphalt | 12/31/2001 | | 6/29/2001 | 6/30/2003 | | 7/2/2001 | |
| 1450 Sidewalk | 12/31/2001 | | 9/27/2001 | 6/30/2003 | | 11/14/2001 | |
| 1460 Reroof | 12/31/2001 | | 9/27/2001 | 6/30/2003 | | | |
| 1475 Loader | 12/31/2001 | | 8/17/2001 | 6/30/2003 | | 9/25/2001 | |

# CAPITAL FUND PROGRAM TABLES START HERE

**Annual Statement /Performance and Evaluation Report**
**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0103**<br>Replacement Housing Factor Grant No: | **2003** |

■ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____
☐ Performance and Evaluation Report for Program Year Ending ☐ Final Performance and Evaluation Report for Program Year Ending_____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 23,000.00 | | | |
| 3 | 1408 Management Improvements | 6,000.00 | | | |
| 4 | 1410 Administration | 20,000.00 | | | |
| 5 | 1411 Audit | 0.00 | | | |
| 6 | 1415 Liquidated Damages | 0.00 | | | |
| 7 | 1430 Fees and Costs | 0.00 | | | |
| 8 | 1440 Site Acquisition | 0.00 | | | |
| 9 | 1450 Site Improvement | 30,000.00 | | | |
| 10 | 1460 Dwelling Structures | 125,000.00 | | | |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 0.00 | | | |
| 12 | 1470 Nondwelling Structures | 0.00 | | | |
| 13 | 1475 Nondwelling Equipment | 10,000.00 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | **Amount of Annual Grant (sums of lines 2-20)** | **$214,000.00** | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | | | | |



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**Annual Statement/Performance and Evaluation Report and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**
**Part II: Supporting Pages**

| PHA Name: | Grant Type and Number: Capital Funds | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0103**<br>Replacement Housing Factor Grant No: | **2003** |

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| M 145-3 | Operations | 1406 | 1 staff | 23,000.00 | | | | |
| M 145-3 | Software/Hardware Update | 1408 | 1 unit | 1,000.00 | | | | |
| M 145-3 | Policy Update | 1408 | 6 -12 policies | 3,000.00 | | | | |
| M 145-3 | Training Res/Staff | 1408 | 1person | 2,000.00 | | | | |
| M 145-3 | Admin Salary | 1410 | 2 staff | 20,000.00 | | | | |
| M 145-3 | Concrete Replacement Site A& C | 1450 | 10,000 sq ft | 30,000.00 | | | | |
| M 145-3 | Unit Rehab @ Site C | 1460 | 3 Units | 105,000.00 | | | | |
| M 145-3 | Lighting Project @ A | 1460 | 50 Lights | 20,000.00 | | | | |
| M 145-3 | Office Equipment & Office Update | 1475 | | 10,000.00 | | | | |
| | **TOTAL** | | | **$214,000.00** | | | | |

**Annual Statement/Performance and Evaluation Report and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**
**Part III: Implementation Schedule**

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0103**<br>Replacement Housing Factor Grant No: | **2003** |

| evelopment Numbe Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 1406 Operations | 12/31/2004 | | | 6/30/2006 | | | |
| 1408 Equipment | 12/31/2004 | | | 6/30/2006 | | | |
| 1410 Admin | 12/31/2004 | | | 6/30/2006 | | | |
| 1460 Rehab Units | 12/31/2004 | | | 6/30/2006 | | | |
| 1450 Sidewalk | 12/31/2004 | | | 6/30/2006 | | | |



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# Capital Fund Program Five-Year Action Plan
# Part I: Summary

| HA Name: **Housing Authority of the City of Kirksville** | | | | ■ Original | ☐ Revision No. _____ |
|---|---|---|---|---|---|
| Development Number/Name/HA-Wide | Year 1 2003 | Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004 | Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005 | Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006 | Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007 |
| HA - Wide | Annual | 214,000.00 | 214,000.00 | 214,000.00 | 214,000.00 |
| | Statement | | | | |
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| | | | | | |
| CFP Funds Listed for | | **$214,000.00** | **$214,000.00** | **$214,000.00** | **$214,000.00** |
| 5-Year planning | | | | | |
| | | | | | |
| Replacement Housing | | | | | |
| Factor Funds | | | | | |
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# Capital Funds Program Five Year Action Plan
## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 2<br>FFY Grant: 2004<br>PHA FY: 2004 | | | Activities for Year: 2<br>FFY Grant: 2004<br>PHA FY: 2004 | |
|---|---|---|---|---|---|
| 2003 | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** |
| See | HA - Wide | Operations: | 25,000.00 | | |
| | | *(Salary for resident Service Coordinator)* | | | |
| | | Management Improvements: | 10,000.00 | | |
| | | Software Updates, Training, Policy Updates | | | |
| | | Administration: | 21,000.00 | | |
| | | Salary for administration of contracts | | | |
| | | Concrete Replacement: | 28,000.00 | | |
| | | Site wide replacement of sidewalks | | | |
| | | Rehab Units @ C: | 120,000.00 | | |
| | | Rehab at Devlin Place | | | |
| Annual | | Office Equipment: | 10,000.00 | | |
| | | Replace office equipment, computer upgrade | | | |
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| Statement | | | | | |
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| | | **TOTAL CFP ESTIMATED COST - 2004** | **$214,000.00** | | |

# Capital Funds Program Five Year Action Plan
## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 3<br>FFY Grant: 2005<br>PHA FY: 2005 | | | Activities for Year: 3<br>FFY Grant: 2005<br>PHA FY: 2005 | |
|---|---|---|---|---|---|
| 2003 | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** |
| See | HA - Wide | Operations: | 20,000.00 | | |
| | | *(Salary for resident Service Coordinator)* | | | |
| | | Management Improvements: | 7,000.00 | | |
| | | Software Updates, Training, Policy Updates | | | |
| | | Administration: | 20,000.00 | | |
| Annual | | Salary for administration of contracts | | | |
| | | Lights and Grounds: | 20,000.00 | | |
| | | Lighting for Devlin & Grounds improvements | | | |
| | | and site wide | | | |
| | | Concrete Replacement: | 25,000.00 | | |
| | | Site wide replacement of sidewalks | | | |
| | | Rehab Units @ C: | 112,000.00 | | |
| | | Rehab at Devlin Place | | | |
| Statement | | Office Equipment: | 10,000.00 | | |
| | | Replace office equipment, computer upgrade | | | |
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| | | **TOTAL CFP ESTIMATED COST - 2005** | **$214,000.00** | | |

# Capital Funds Program Five Year Action Plan
## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 4<br>FFY Grant: 2006<br>PHA FY: 2006 | | | Activities for Year: 4<br>FFY Grant: 2006<br>PHA FY: 2006 | |
|---|---|---|---|---|---|
| 2003 | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** |
| See | HA - Wide | Operations: | 25,000.00 | | |
| | | *(Salary for resident Service Coordinator)* | | | |
| | | Management Improvements: | 10,000.00 | | |
| | | Software Updates, Training, Policy Updates | | | |
| | | Administration: | 20,000.00 | | |
| Annual | | Salary for administration of contracts | | | |
| | | Community Room Equipment: | 4,000.00 | | |
| | | Tables and Chairs | | | |
| | | Concrete Replacement: | 25,000.00 | | |
| | | Site wide replacement of sidewalks | | | |
| Statement | | Rehab Units @ C: | 120,000.00 | | |
| | | Rehab at Devlin Place | | | |
| | | Office Equipment: | 10,000.00 | | |
| | | Replace office equipment, computer upgrade | | | |
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| | | **TOTAL CFP ESTIMATED COST - 2006** | **$214,000.00** | | |

# Capital Funds Program Five Year Action Plan
## Part II: Supporting Pages--Work Activities

| Activities for Year 1 | Activities for Year: 5<br>FFY Grant: 2007<br>PHA FY: 2007 | | | Activities for Year: 5<br>FFY Grant: 2007<br>PHA FY: 2007 | |
|---|---|---|---|---|---|
| 2003 | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** |
| See | HA - Wide | Operations: | 20,000.00 | | |
| | | *(Salary for resident Service Coordinator)* | | | |
| | | Management Improvements: | 5,000.00 | | |
| | | Software Updates, Training, Policy Updates | | | |
| | | Administration: | 20,000.00 | | |
| | | Salary for administration of contracts | | | |
| | | Site Acquisition: | 14,000.00 | | |
| Annual | | Expansion of Housing Opportunities | | | |
| | | Concrete Replacement: | 25,000.00 | | |
| | | Site wide replacement of sidewalks | | | |
| | | Rehab Units @ C: | 120,000.00 | | |
| | | Rehab at Devlin Place | | | |
| | | Computer Hardware: | 10,000.00 | | |
| Statement | | Upgrade computer hardware | | | |
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| | | **TOTAL CFP ESTIMATED COST - 2007** | **$214,000.00** | | |

# Housing Authority of the City of Kirksville

## Required Attachment mo145d02: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: ***Ruth Carter***

B. How was the resident board member selected: (select one)? *n/a*

☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires):

***4 years - Term expires September 2004***

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? ***n/a***

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

***Ed Carpenter, Mayor, City of Kirksville***

# HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE

## Required Attachment mo145e02: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

***Ruth Carter***

***Dicy Shearer***

***Alma Hatter***

***Delores Hettinger***

***Kevin Burgess***

*Attachment: mo145g02*

# DECONCENTRATION AND INCOME TARGETING POLICY FOR THE HOUSING AUTHORITY OF THE CITY OF KIRKSVIILE, MO

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# DECONCENTRATION AND INCOME TARGETING POLICY

***(of the Public Housing Admissions and Occupancy Policy)***

Sub-Title A, Section 513 of the **Quality Housing and Work Responsibility Act of 1998 (QHWRA)**, establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the "extremely low" income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Kirksville, MO (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

1. Economic Deconcentration:

   Admission and Occupancy policies are revised to include the PHA's policy of promoting economic deconcentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic deconcentration.

   Implementation may include one or more of the following options:

   - Skipping families on the waiting list based on income;
   - Establishing preferences for working families;
   - Establish preferences for families in job training programs;
   - Establish preferences for families in education or training programs;
   - Marketing campaign geared toward targeting income groups for specific developments;
   - Additional supportive services;
   - Additional amenities for all units;
   - Ceiling rents;
   - Flat rents for developments and unit sizes;
   - Different tenant rent percentages per development;
   - Different tenant rent percentages per bedroom size;
   - Saturday and evening office hours;
   - Security Deposit waivers;
   - Revised transfer policies;
   - Site-based waiting lists;

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advertising/Public service announcements; and

- Giveaways.

2. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. **In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing on an annual basis may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income.** The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

**In order to implement the income targeting program, the following policy is adopted:**

- **The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).**

- **After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.**

- **To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.**

- **The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)**

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*Attachment: mo145h02*

# PET OWNERSHIP POLICY
(FAMILY)
**FOR**
**THE HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO**

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# PET OWNERSHIP POLICY

## OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 ("Pet Ownership in Public Housing") to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.

The Housing Authority of the City of Kirksville, MO (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA's rules and will provide them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments, the PHA will develop appropriate pet ownership rules, include those rules in their Agency Plan and notify all such residents that:

A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;

2. a non-refundable nominal pet fee of $100.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributable to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit of $100.00 will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);

C. **animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;**

D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,

E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;

F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;

G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

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# HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO

## Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.

2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).

3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a ***service animal*** used to assist a disabled resident.

4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Kirksville, MO or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.

5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.

6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.

7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

8. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.

9. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.

10. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.

11. Resident shall provide the PHA a color photograph of the pet(s).

12. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

13. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.

14. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.

15. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

16. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

17. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.

18. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

19. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

20. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

21. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.

22. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.

23. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

24. Each pet owner shall pay a non-refundable pet fee of $ 100.00 and a refundable pet deposit of $ 100.00 . A refundable deposit of $_____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

25 The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

26. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.

27. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

28. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).

29. Pet Violation Procedures: Resident agrees to comply with the following:

    a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

        (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.

        (2) State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.

        (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.

        (4) State that the pet owner’s failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner’s lease or both.

    b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

(1) Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.

(2) State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

(3) State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

30. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.

31. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

## AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Kirksville, MO and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO
100 Valley Forge Drive
Kirksville, MO 63501-3116

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a
(Name of Pet) (Type of Pet)
for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Kirksville, MO.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, _____.

Notary of Public

My Commission Expires:

## PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

_____
Resident's Signature PHA Staff member's Signature

_____
Date Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

_____
Resident's Signature Date

Refundable Damage Deposit _____
Amount Paid Date

Non-refundable Damage Deposit _____
Amount Paid Date

*Attachment: mo145i02*

# PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
**FOR**
**THE HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO**

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# PET OWNERSHIP POLICY

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Kirksville, MO (herein referred to as PHA) will notifies eligible new and current residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;

B. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed;

C. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,

D. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

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# HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO

## Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.

2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).

3. The pet owner shall have only a small cat or a dog. The animal's weight shall not exceed *twenty (20) pounds*. The animal's height shall not exceed *fifteen (15) inches*. Such limitations do not apply to a ***service animal*** used to assist a disabled resident.

4. Pet owners shall license their pets (if required by state or local law) yearly with the City of Kirksville, MO or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually.

5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.

6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.

7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.

8. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. This restriction is not applicable to service animals.

9. No pet (other than birds or fish) shall be permitted to remain in an apartment overnight while the resident is away.

10. Management shall furnish to the household a pet sticker if the pet is a dog or cat which must be displayed on the front entrance door of the unit.

11. Resident shall provide the PHA a color photograph of the pet(s).

12. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.

13. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.

14. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.

15. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.

16. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.

17. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.

18. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

19. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

20. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.

21. The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.

22. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.

23. Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

24. Each pet owner shall pay a refundable pet deposit of $ 200.00 . The PHA may wave the requirement for a security deposit for a service animal as a reasonable accommodation. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit.

25. The refundable pet deposit will be placed in an escrow account and the PHA will

refund the unused portion to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the PHA will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the PHA shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

26. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.

27. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.

28. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).

29. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.

30. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

31. If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will palce the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.

32. The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.

33. The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for

personal injury to any party caused by the pet.

34. Pet Violation Procedures: Resident agrees to comply with the following:

a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:

1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.

2. State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.

3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.

4. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.

b. Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.

c. Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:

1. Contain a brief statement of the factual basis for the determination

and the pet rule or rules that has been violated.

2. State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).

3. State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.

d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.

## AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Kirksville, MO and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE CITY OF KIRKSVILLE, MO
100 Valley Forge Drive
Kirksville, MO 63501-3116

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become incapable of caring for _____ a
(Name of Pet) (Type of Pet)
for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Kirksville, MO.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of _____, _____.

Notary of Public

My Commission Expires:

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## PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

_____
Resident's Signature PHA Staff member's Signature

_____
Date Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

_____
Resident's Signature Date

Refundable Damage Deposit _____
Amount Paid Date

# Housing Authority of the City of Kirksville

***Attachment: mo145j02***

## Component 3, (6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| **Deconcentration Policy for Covered Developments** | | | |
|---|---|---|---|
| **Development Name**: | **Number of Units** | **Explanation (if any) [see step 4 at §903.2(c )(1)((iv)]** | **Deconcentration policy (if no explanation) [see step 5 at §903.2(c )(1)(v)]** |
| | | | |

# Housing Authority of the City of Kirksville
***Attachment: mo145k02***

**Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments**

A. How many of the PHA's developments are subject to the Required Initial Assessments?

One (1) development site "C" Devlin Place

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

One (1) development site "A" Village 76

C. How many Assessments were conducted for the PHA's covered developments?

One (1) assessment for site "C" Devlin Place

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

None

E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

Not Applicable – Required Initial Assessment completed.

# Housing Authority of the City of Kirksville

## PHA Plan Update for FYB 2003

## Statement of Progress

*Attachment: mo145l02*

The Housing Authority of has been successful in achieving its mission and goals in the year 2002. Goals are either completed or on target for completion by the end of the year.

In its efforts to strive to gain efficiencies in the area of operations and management, the Housing Authority has begun the process of reviewing all management and maintenance policies and procedures. Significant progress was made during the year 2002 with the review and update of Financial Policies, Procurement Policy, Deconcentration and Income Targeting Policy, Natural and National Disaster Policy, and Pet Ownership Policies. These efforts shall continue until all policies and procedures have been reviewed and updated as necessary.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

# CAPITAL FUND PROGRAM TABLES START HERE

**Annual Statement /Performance and Evaluation Report**
**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0100**<br>Replacement Housing Factor Grant No: | **2000** |

☐ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____
■ Performance and Evaluation Report for Program Year Ending **6/30/02** ☐ Final Performance and Evaluation Report for Program Year Ending_____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 14,576.00 | 14,576.00 | 14,576.00 | 14,576.00 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 13,000.00 | 38,122.00 | 38,122.00 | 38,122.00 |
| 10 | 1460 Dwelling Structures | 161,855.00 | 146,529.00 | 146,529.00 | 120,955.99 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | 22,000.00 | 12,204.00 | 12,204.00 | 12,204.00 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant (sums of lines 2-20) | **$215,431.00** | **$215,431.00** | **$215,431.00** | **$189,857.99** |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | | | | |

**Annual Statement/Performance and Evaluation Report and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**
**Part II: Supporting Pages**

| PHA Name: **Housing Authority of the City of Kirksville** | | **Grant Type and Number:** Capital Fund Program No: **MO36P145-0100** Replacement Housing Factor Grant No: | | | | | | **Federal FY of Grant: 2000** |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| M 145-2 | Operations | 1406 | | 14,576.00 | 14,576.00 | 14,576.00 | 14,576.00 | Complete |
| M 145-2 | Administration | 1410 | 2 staff | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | Complete |
| M 145-2 | Asphalt/ Seal Driveway | 1450 | 44,612 sq ft | 8,000.00 | 3,569.00 | 3,569.00 | 3,569.00 | Complete |
| M 145-2 | Concrete sidewalk replacement | 1450 | 11,447 sq ft | 5,000.00 | 34,553.00 | 34,553.00 | 34,553.00 | Complete |
| M 145-2 | Reroofing @ site A & C | 1460 | 34 buildings | 120,000.00 | 146,529.00 | 146,529.00 | 120,955.99 | 82.5% Complete |
| M 145-2 | Replace Bifold doors at site C | 1460 | 205 doors | 41,855.00 | 0.00 | 0.00 | 0.00 | Delete |
| M 145-2 | Replace front end loader | 1475 | 1 loader | 22,000.00 | 12,204.00 | 12,204.00 | 12,204.00 | Complete |
| | **Total** | | | **$215,431.00** | **$215,431.00** | **$215,431.00** | **$189,857.99** | |



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**Annual Statement/Performance and Evaluation Report and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**
**Part III: Implementation Schedule**

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0100**<br>Replacement Housing Factor Grant No: | **2000** |

| evelopment Numbe Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 1406 Operating | 12/31/2001 | | 6/11/2001 | 6/30/2003 | | 6/11/2001 | |
| 1410 Admin | 12/31/2001 | | 6/11/2001 | 6/30/2003 | | 6/11/2001 | |
| 1450 Asphalt | 12/31/2001 | | 6/29/2001 | 6/30/2003 | | 7/2/2001 | |
| 1450 Sidewalk | 12/31/2001 | | 9/27/2001 | 6/30/2003 | | 11/14/2001 | |
| 1460 Reroof | 12/31/2001 | | 9/27/2001 | 6/30/2003 | | | |
| 1475 Loader | 12/31/2001 | | 8/17/2001 | 6/30/2003 | | 9/25/2001 | |



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# CAPITAL FUND PROGRAM TABLES START HERE

**Annual Statement /Performance and Evaluation Report**
**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0101**<br>Replacement Housing Factor Grant No: | **2001** |

☐ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____
■ Performance and Evaluation Report for Program Year Ending **6/30/02** ☐ Final Performance and Evaluation Report for Program Year Ending_____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 3 | 1408 Management Improvements | 18,500.00 | 20,768.00 | 20,768.00 | 18,500.00 |
| 4 | 1410 Administration | 14,750.00 | 14,750.00 | 14,750.00 | 15,500.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 120,000.00 | 147,732.00 | 147,732.00 | 120,000.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | 15,000.00 | 15,000.00 | 11,816.00 | 0.00 |
| 13 | 1475 Nondwelling Equipment | 31,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | **Amount of Annual Grant (sums of lines 2-20)** | **$219,750.00** | **$219,750.00** | **$216,566.00** | **$175,500.00** |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | | | | |

**Annual Statement/Performance and Evaluation Report and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**
**Part II: Supporting Pages**

| PHA Name: **Housing Authority of the City of Kirksville** | **Grant Type and Number:** Capital Fund Program No: **MO36P145-0101** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| M 145-2 | Operations | 1406 | | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | Complete |
| | | | | | | | | |
| M 145-2 | Replacement of Equipment | 1408 | 4 units | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | Complete |
| M 145-2 | Computer equipment & set up | 1408 | 1 unit | 1,500.00 | 1,616.00 | 1,616.00 | 1,500.00 | Complete |
| M 145-2 | Account Software & set up | 1408 | 1 unit | 15,000.00 | 17,152.00 | 17,152.00 | 15,000.00 | Complete |
| | | | | | | | | |
| M 145-2 | Administration | 1410 | 2 staff | 14,750.00 | 14,750.00 | 14,750.00 | 15,500.00 | Complete |
| | | | | | | | | |
| M 145-2 | Replace roofing @ site A | 1460 | 26 buildings | 120,000.00 | 120,000.00 | 120,000.00 | 94,150.00 | 78% Complete |
| M 145-2 | Unit rehab @ site C | 1460 | 4 units | 0.00 | 27,732.00 | 27,732.00 | 25,850.00 | 93% Complete |
| | | | | | | | | |
| M 145-2 | Expansion of Laundry room @ site A | 1470 | 1 unit | 15,000.00 | 15,000.00 | 11,816.00 | 0.00 | |
| | | | | | | | | |
| M 145-2 | Maintentence equipment replacement | 1475 | 4 units | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | Complete |
| M 145-2 | Lawn care equipment | 1475 | 4 units | 30,000.00 | 0.00 | 0.00 | 0.00 | Delete |
| | **Total** | | | **$219,750.00** | **$219,750.00** | **$216,566.00** | **$175,500.00** | |



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## Annual Statement/Performance and Evaluation Report and Evaluation Report
## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
## Part III: Implementation Schedule

| PHA Name: | Grant Type and Number: | Federal FY of Grant: |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0101**<br>Replacement Housing Factor Grant No: | **2001** |

| Development Number Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 1406 Oper | 6/1/2001 | | 6/1/2001 | 3/31/2002 | | 7/31/2001 | |
| 1408 Equipment | 6/1/2001 | | 6/1/2001 | 3/31/2002 | | 8/3/2001 | |
| 1408 Computer | 6/1/2001 | | 6/1/2001 | 3/31/2002 | | 10/1/2001 | |
| 1408 Software | 6/1/2001 | | 6/1/2001 | 3/31/2002 | | 10/1/2001 | |
| 1410 Admin | 6/1/2001 | | 6/1/2001 | 3/31/2002 | | 8/2/2001 | |
| 1460 Reroof | 6/1/2001 | | 10/2/2001 | 12/31/2002 | | | |
| 1470 Laundry | 6/1/2001 | | 12/1/2001 | 12/31/2002 | | | |
| 1475 Maint Equip | 6/1/2001 | | 8/2/2001 | 3/31/2002 | | 12/31/2002 | |

# CAPITAL FUND PROGRAM TABLES START HERE

## Annual Statement /Performance and Evaluation Report
## Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| PHA Name: | Grant Type and Number: | Federal FY of Grant |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0102**<br>Replacement Housing Factor Grant No: | **2002** |

☐ Original Annual Statement ☐ Reserved for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____

■ Performance and Evaluation Report for Program Year Ending **6/30/02** ☐ Final Performance and Evaluation Report for Program Year Ending_____

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-Capital Funds | | | | |
| 2 | 1406 Operating Expenses | 15,000.00 | | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 24,000.00 | | 0.00 | 0.00 |
| 4 | 1410 Administration | 20,000.00 | | 0.00 | 0.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 41,000.00 | | 0.00 | 0.00 |
| 10 | 1460 Dwelling Structures | 120,000.00 | | 0.00 | 0.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | **Amount of Annual Grant (sums of lines 2-20)** | **$220,000.00** | | **$0.00** | **$0.00** |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of Line 21 Related to Section 504 Compliance | | | | |
| 24 | Amount of Line 21 Related to Security - Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security - Hard Costs | | | | |
| 26 | Amount of Line 21 Related to Energy Conservation Measures | | | | |



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## Annual Statement/Performance and Evaluation Report and Evaluation Report
## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
## Part II: Supporting Pages

| PHA Name: **Housing Authority of the City of Kirksville** | | **Grant Type and Number:** Capital Fund Program No: **MO36P145-0102** Replacement Housing Factor Grant No: | | | | | | **Federal FY of Grant: 2002** |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| M 145-2 | Operations | 1406 | | 15,000.00 | | 0.00 | 0.00 | |
| M 145-2 | Office Equipment | 1408 | 21 items | 24,000.00 | | 0.00 | 0.00 | |
| M 145-2 | Administration | 1410 | | 20,000.00 | | 0.00 | 0.00 | |
| M 145-2 | Rehab units at site "C" | 1460 | 4 units | 120,000.00 | | 0.00 | 0.00 | |
| M 145-2 | Concrete work sidewalks | 1450 | 13,666 sq feet | 41,000.00 | | 0.00 | 0.00 | |
| | **TOTAL** | | | **$220,000.00** | | **$0.00** | **$0.00** | |



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## Annual Statement/Performance and Evaluation Report and Evaluation Report
## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
## Part III: Implementation Schedule

| PHA Name: | Grant Type and Number: | Federal FY of Grant |
|---|---|---|
| **Housing Authority of the City of Kirksville** | Capital Fund Program No: **MO36P145-0102**<br>Replacement Housing Factor Grant No: | **2002** |

| Development Number Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 1406 Operating | | | | | | | |
| 1408 Equipment | 12/31/2003 | | | 6/30/2005 | | | |
| 1410 Admin | 12/31/2003 | | | 6/30/2005 | | | |
| 1460 Rehab Units | 12/31/2003 | | | 6/30/2005 | | | |
| 1450 Sidewalk | 12/31/2003 | | | 6/30/2005 | | | |



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# Housing Authority of the City of Kirksville

# Safety Action Plan

***Attachment: mo145p02***

Safety issues for the Housing Authority of the City of Kirksville can be broken down into two basic categories. First are the residents at Village 76 that are predominately elderly and disabled. Second are the residents at Devlin Place who are families with children.

Village 76 safety issues are as follows:

- Lighting in the parking areas.
- Sidewalk replacement
- Neighbor hood watch mostly for individuals prone to falls and in house accidents
- Improved parking in key areas that are congested.

Devlin Place safety issues are as follows:

- Lighting in common areas of the campus
- Neighborhood watch program
- Police presence and programs, Police unit
- Improve personal storage are to protect personal property.

**Goals:**

- Improve parking spaces and lighting
- Improve police activity and response through better use of police site and visibility
- Improve management action through screening and complaint response time
- Improve resident participation through neighborhood watch and community participation
- Improve communication through resident meetings, newsletter, RAB, and increased office hours at Devlin Place.