

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

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# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
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**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Shawnee

**PHA Number:** OK95

**PHA Fiscal Year Beginning: (01/2003)**

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers: The Authority has applied for 25 reallocated vouchers. In addition, the Authority has implemented a Housing Choice Voucher Family Self-Sufficiency Program. If market conditions will support, the Authority will continue to apply for Fair Share Vouchers.
  - Reduce public housing vacancies: To reduce public housing vacancies, the Authority will make concerted efforts to increase the marketability and appeal of Authority units. This will be accomplished by providing additional services and opportunities to residents and continuing to enhance the development surroundings by landscaping and other structural improvements.

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments:
- Other (list below)
  
- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score) 91.5% FY2000
    - Improve voucher management: (SEMAP score) 100% FY2001
    - Increase customer satisfaction: The Authority will continue to complete resident assessments and surveys of needs and make improvements as it concerns physical living environments as well as management techniques. A move out survey is also being utilized as a tool for determining resident satisfaction.
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units: The Authority will continue to modernize with new appliances, painting and landscaping.
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below) Develop asset management plan.
  
- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling: The Authority provides voucher mobility counseling during the initial interview and while participating in the Voucher Program.
    - Conduct outreach efforts to potential voucher landlords: The Authority will provide one-on-one counseling to landlords and will market outreach efforts through pamphlets and/or group presentations.
    - Increase voucher payment standards
    - Implement voucher homeownership program: The Authority will approve and implement policies and procedures for the voucher homeownership program which will include homeownership counseling as a HUD Approved housing counseling agency. The Authority has conducted outreach efforts to residents and has discussed objectives and goals with local financing agencies. The Authority became a HUD approved Housing Counseling Agency on May 3, 2002.
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: The Authority will continue to adhere to the Deconcentration Policy.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Annually checking statistics to ensure compliance.
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - Increase the number and percentage of employed persons in assisted families: The Family Self-Sufficiency Coordinators for the Housing Choice Voucher and Public Housing Programs will provide career development training and job search assistance to increase the number of employed participants. The number of voluntary slots for both programs was increased from 25 slots to 35 slots to provide more access to these services.
  - Provide or attract supportive services to improve assistance recipients' employability: Through cooperation with various organizations equipped to address employability issues.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. This will be accomplished through the ROSS program.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: The Authority adheres to the policies and procedures established and approved by HUD which affirmatively address these issues.
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: The Authority adheres to the policies and procedures established and approved by HUD which affirmatively address these issues.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Authority adheres to the policies and procedures established and approved by HUD which affirmatively address these issues. Developments were constructed or modernized to meet the required percentage of ADA unit requirements and all reasonable accommodations are made when requested.
- Other: (list below)

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

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

**Objectives:**

- 1) The Authority shall continue to qualify as a high performer under PHAS and SEMAP.
- 2) The Authority shall make our public housing developments sites more marketable to the community and to our residents by providing additional services and opportunities to residents and continuing to enhance the development surrounding by landscaping and other structural improvements.
- 3) The Authority will place an emphasis on customer service and satisfaction.
- 4) The Authority will continue to provide up to date training for employees.

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

**Objectives:**

- 1) The Authority will continue to work towards reducing crime in its developments.
- 2) The Authority shall continue to work with the local police department for the purpose of reducing crime in all Authority developments and will develop strategies for identifying and reducing the crime index.
- 3) The Authority will ensure that appropriate and timely action is taken for residents and applicants that violate criminal law or the lease and related rules and regulations by continuing screening procedures, monitoring security and police reports of development activities and issuing lease violations and evictions as appropriate.
- 4) The Authority will work to not only obtain new residents but to retain existing law abiding residents by providing opportunities for families to reach and sustain economic self-sufficiency.

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

**Objectives:**

- 1) The Authority shall establish a program to help participant's of its tenant based program to become homeowners by December 31, 2004, should opportunities be available.
- 2) The Authority shall continue to sustain a utilization rate of no less than 95% in its tenant based program.
- 3) The Authority will continue to attract new landlords who want to participate in the tenant based program.

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Shawnee (hereinafter called "Authority") has prepared its Agency Plan for FY2003 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

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

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

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

- 1) Provide a safe and secure environment in the Authority's public housing developments.
- 2) Manage the Authority's existing public housing program in an efficient and effective manner, thereby qualifying as a high performer in both PHAS and SEMAP.

- 3) Promote economic self-sufficiency and asset development of public and assisted households.
- 4) Continue to ensure equal opportunity and affirmatively furthering fair housing.
- 5) Expand the range and quality of housing choices available to participants in the Authority's tenant based program.
- 6) Provide an improved living environment within the public housing developments.
- 7) Increase assisted housing choices.
- 8) Improve the quality of assisted housing.
- 9) Expand the supply of assisted housing.
- 10) Continue to actively work with our Resident Organizations and Resident Advisory Boards to help them reach their full potential in areas they are interested.
- 11) Expand all services and opportunities through resident programs and Family Self-Sufficiency Programs.

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

The plans, statements, budget summary, policies, etc., set forth in this FY2003 Agency Plan all lead towards the accomplishment of the Authority's goals and objectives. Taken as a whole, they outline a comprehensive approach towards the Authority and its residents' priorities. Furthermore, they are consistent with the priorities of the Consolidated Plan set forth by the City of Shawnee, OK.

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

- 1) We have adopted an aggressive applicant screening policy for public housing through the National Crime Information Center (NCIC) for potential violent criminal or drug related offenders.

- 2) We have adopted policy within the tenant based program to screen applicants to the fullest extent allowable, while not taking away the ultimate responsibility from the landlord.
- 3) All applicants selected from the waiting list are selected by local preference of time and date they apply.
- 4) The Authority has placed an emphasis on deconcentration and income mixing in public housing by continuing to monitor the data available to comply with the deconcentration and income mixing requirements.
- 5) The Authority has established minimum rent of \$25.00 in both public and the tenant based programs.
- 6) The Authority has established flat rents and ceiling rents in all public housing developments.
- 7) The Authority is conforming to all regulations regarding income disregards and exclusions.
- 8) The Authority in an attempt to encourage work and advancement in the workplace, are not requiring interim recertifications should a public housing resident or Housing Choice voucher participant have an increase in income from the same reported income source. The increase shall be reported during the next regular annual recertification.

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

[24 CFR Part 903.7 9 (r)]

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

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (Attachment C)
- Other (List below, providing each attachment name)
  - Continued Occupancy and Community Service Program (Attachment B)
  - Narration of Five Year Missions and Goals (Attachment D)
  - Criteria for Substantial Deviation (Attachment E)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Voluntary Conversion Initial Assessment	Annual Plan: Conversion of Public Housing to Tenant Based Assistance

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Public Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	145	5	5	3	N/A	N/A	N/A
Income >30% but <=50% of AMI	45	4	4	3	N/A	N/A	N/A
Income >50% but <80% of AMI	7	4	3	4	N/A	N/A	N/A
Elderly	17	4	2	4	5	N/A	N/A
Families with Disabilities	17	4	4	4	5	N/A	N/A
Race/Ethnicity White	139	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Black/African American	24	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity American Indian/Alaskan Native	32	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Asian	1	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Hawaiian/Other Pacific Islander	0	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Multi-/Racial	1	N/A	N/A	N/A	N/A	N/A	N/A

<b>Section 8 Housing Choice Voucher Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	156	5	5	3	N/A	N/A	N/A
Income >30% but <=50% of AMI	55	4	4	3	N/A	N/A	N/A
Income >50% but <80% of AMI	7	4	3	4	N/A	N/A	N/A
Elderly	18	4	2	4	5	N/A	N/A
Families with Disabilities	14	4	4	4	5	N/A	N/A
Race/Ethnicity White	150	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Black/African American	22	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity American Indian/Alaskan Native	46	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Asian	0	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Hawaiian/Other Pacific Islander	0	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Multi-/Racial	0	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information) Current Housing Authority statistics and accumulated data were used to conduct this analysis.

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

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

Housing Needs of Families on the Public Housing Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	197		57%
Extremely low income <=30% AMI	145	74%	
Very low income (>30% but <=50% AMI)	45	23%	
Low income (>50% but <80% AMI)	7	4%	
Families with children	129	65%	
Elderly families	17	9%	
Families with Disabilities	17	9%	
Race/Ethnicity White	139	71%	
Race/Ethnicity Black/African American	24	12%	
Race/Ethnicity Indian/Alaska Native	32	16%	
Race/Ethnicity Asian	1	1%	

<b>Housing Needs of Families on the Public Housing Waiting List</b>			
Race/Ethnicity Hawaiin	0	0%	
Race/Ethnicity Multi-Racial	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	58	29%	32%
2 BR	85	43%	28%
3 BR	48	24%	29%
4 BR	6	3%	11%
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**Housing Needs of Families on the Section 8/Housing Choice Voucher Waiting List**

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	218		79%
Extremely low income <=30% AMI	156	72%	
Very low income (>30% but <=50% AMI)	55	25%	
Low income (>50% but <80% AMI)	7	4%	
Families with children	122	56%	
Elderly families	18	8%	
Families with Disabilities	14	6%	
Race/Ethnicity White	150	69%	
Race/Ethnicity Black/African American	22	10%	
Race/Ethnicity Indian/Alaska Native	46	21%	
Race/Ethnicity Asian	0	0%	
Race/Ethnicity Hawaiian	0	0%	
Race/Ethnicity Multi-Racial	0	0%	

### C. Strategy for Addressing Needs

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

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

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work through the Mandatory Earned Income Disallowance.
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly: The Authority has applied for a two year extension for the designation of elderly only.

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
Continue to utilize ROSS Grant to support assistance to elderly and families with disabilities.

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
The Authority was awarded 78 Fair Share Housing Choice Vouchers, 15% or 12 Vouchers are designated for the disabled and are fully utilized. ROSS funding is also utilized to target assistance to families with disabilities.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs: The Authority will communicate through the distribution of marketing materials to agencies and organizations that represent or service these targeted populations in an ongoing effort to increase awareness of PHA resources.
- Other: (list below)

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

Select all that apply

- Counsel Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units: The Authority accomplishes this in the initial interview with the applicant as well as throughout participation in the program.

- Market the section 8 program to owners outside of areas of poverty /minority concentrations: The Authority will provide one-on-one counseling to landlords and will market outreach materials such as pamphlets and conduct group presentations.
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	685,162	
b) Public Housing Capital Fund	669,672	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,529,735	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 Resident Opportunity and Self-Sufficiency Grant	0	PH Supportive Services
2001 PHDEP	43,078	PH Safety/Security And Supportive Services
2002 CFP	669,672	PH Operations and Capital Improvements
2000 CFP	255,109	PH Operations and Capital Improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
2001 CFP	428,658	PH Operations and Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
2002 amounts plus 3% increase	634,499	PH Operations
<b>4. Other income (list below)</b>		
2002 amounts plus 3% increase, non dwelling rent and tenant charges, oil royalty plus interest	107,392	PH Operations
Section 8 interest on admin. Reserve	3,052	Section 8
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>6,026,029</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)  
Eligibility for admission is verified throughout the waiting list process until the time an applicant is offered a unit. Verification of eligibility is an ongoing process.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Any unpaid balances owed to a Housing Authority.

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

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

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

##### **(2) Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

Other (describe)

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

#### Date and Time

#### Former Federal preferences:

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

#### Other preferences (select all that apply)

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

#### 4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)  
The Housing News that is distributed to residents. Orientations conducted prior to leasing, pamphlets and brochures.

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

- At an annual reexamination and lease renewal
- Any time family composition changes (within 10 days)
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: Each extension beyond standard 60-day period is evaluated and determined based on individual circumstances in a fair and consistent manner.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

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

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

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below) Quarterly Housing Choice Voucher Newsletter.

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

- Through published notices  
 Other (list below) Through Authority publications and marketing materials as well as the quarterly Housing Choice Voucher Newsletter.

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) Families should report any decrease of family income at their convenience within 10 days. Families must always report increases or changes in income with the exception of reporting increases in family income when it is an increase from the currently reported income.

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

Other (list below)

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

Annually

Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

## **(2) Minimum Rent**

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

\$0

\$1-\$25

\$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

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

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

**C. Management and Maintenance Policies**

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

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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



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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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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	0.00			
2	1406 Operations	12,545.00			
3	1408 Management Improvements	133,934.00			
4	1410 Administration	66,967.00			
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	118,752.00			
10	1460 Dwelling Structures	163,129.00			
11	1465.1 Dwelling Equipment—Nonexpendable	37,400.00			
12	1470 Nondwelling Structures	20,000.00			
13	1475 Nondwelling Equipment	116,945.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	669,672.00			
22	Amount of line 21 Related to LBP Activities	0.00			

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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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
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
PHA Wide	Operations	1406		12,545.00				
	<b>Subtotal</b>	<b>1406</b>		<b>12,545.00</b>				
PHA Wide	Special Programs Manager (salary, training, travel & employment costs)	1408	1	53,400.00				
PHA Wide	Grant Manager (48% of salary, training, travel & employment costs)	1408	1	21,531.00				
PHA Wide	Computer Software (upgrades)	1408		11,000.00				
PHA Wide	Contract City of Shawnee Police Department Additional Security & Protective Services	1408	1	42,000.00				
PHA Wide	Consultant for general administration needs and improvements	1408		6,003.00				
	<b>Subtotal</b>	<b>1408</b>		<b>133,934.00</b>				
PHA Wide	CFP Portion of Grant Manager (35% of salary, training, travel and employment costs)	1410	1	15,566.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
PHA Wide	CFP portion of Director of Technical Services (15% of salary, training, travel, and employment costs)	1410	1	8,347.00				
PHA Wide	CFP portion of Executive Director (5% of salary, training, travel and employment costs)	1410	1	9,794.00				
PHA Wide	Capital Fund Program Coordinator (full-time, salary, training, travel, and employment costs)	1410	1	33,260.00				
	<b>Subtotal</b>	<b>1410</b>		<b>66,967.00</b>				
PHA Wide	Site Improvements to land at Kickapoo & 7 <sup>th</sup> (including drainage)	1450		40,000.00				
PHA Wide	Expansion of maintenance parking	1450		10,008.00				
95-1	Landscape and tree removal	1450		3,000.00				
95-1	Replace and/or repair patio and sidewalks (6 sites and multiple sidewalks)	1450		5,319.00				
95-1	Replace fence in Milstead	1450		2,250.00				
95-2	Landscape and tree removal	1450		3,000.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
95-3	Repair/replace porch	1450	1	953.00				
95-3	Driveway/parking lot repair	1450		33,448.00				
95-3	Landscape and tree removal	1450		3,000.00				
95-5	Landscape and tree removal	1450		3,000.00				
95-6	Repair/replace dumpster pads (5 pads)	1450	5	4,750.00				
95-6	Landscape and tree removal	1450		2,000.00				
95-6	Repair/replace porches (2 porches)	1450	2	4,924.00				
95-6	Screenings in utility service areas	1450		1,800.00				
95-7	Tree trimming	1450		1,300.00				
	<b>Subtotal</b>	<b>1450</b>		<b>118,752.00</b>				
95-1	Replace 10% of hot water tanks (\$190)	1460	10	1,900.00				
95-1	Replace 10% of A/C condensers (\$350)	1460	10	3,500.00				
95-1	Replace 5% of furnaces/air handlers (\$500)	1460	5	2,500.00				
95-2	Replace 10% of hot water tanks (\$190)	1460	8	1,520.00				
95-2	Replace 5% of A/C condensers (\$350)	1460	4	1,400.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
95-2	Replace 5% of furnaces/air handlers (\$500)	1460	4	2,000.00				
95-3	Kitchen cabinet replacement	1460	40	100,000.00				
95-3	Replace 10% of hot water tanks (\$190)	1460	9	1,710.00				
95-3	Replace 5% of A/C condensers (\$350)	1460	4	1,400.00				
95-3	Replace 5% of furnaces/air handlers (\$500)	1460	5	2,500.00				
95-6	Replace 10% of hot water tanks (\$190)	1460	5	950.00				
95-6	Replace 10% of A/C condensers (\$350)	1460	5	1,750.00				
95-6	Replace 5% of furnaces/air handlers (\$500)	1460	3	1,500.00				
95-7	Replace 10% of hot water tanks (\$190)	1460	3	570.00				
95-7	Replace 10% of A/C condensers (\$350)	1460	3	1,050.00				
95-7	Replace 8% of furnaces/air handlers (\$500)	1460	2	1,000.00				
95-7	Repair foundation	1460	1	2,000.00				
95-7	Replace roofs (6 sites)	1460	6	17,250.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
95-7	Replace 8% of carpet	1460	3	4,500.00				
95-7	Replace 10% of garage doors	1460	3	3,000.00				
95-7	Replace 5% of counter tops	1460	1	480.00				
95-7	Replace 10% of range hoods	1460	3	114.00				
95-7	Repair, replace or install vinyl siding (4 sites)	1460	4	10,535.00				
	<b>Subtotal</b>	<b>1460</b>		<b>163,129.00</b>				
95-1	Replace 10% of refrigerators (\$475)	1465.1	10	4,750.00				
95-1	Replace 10% of ranges (\$375)	1465.1	10	3,750.00				
95-2	Replace 10% of refrigerators (\$475)	1465.1	8	3,800.00				
95-2	Replace 10% of ranges (\$375)	1465.1	8	3,000.00				
95-3	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00				
95-3	Replace 10% of ranges (\$375)	1465.1	9	3,375.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
95-5	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00				
95-5	Replace 10% of ranges (\$375)	1465.1	9	3,375.00				
95-6	Replace 10% of refrigerators (\$475)	1465.1	5	2,375.00				
95-6	Replace 10% of ranges (\$375)	1465.1	5	1,875.00				
95-7	Replace 10% of refrigerators (\$475)	1465.1	3	1,425.00				
95-7	Replace 10% of ranges (\$375)	1465.1	3	1,125.00				
	<b>Subtotal</b>	<b>1465.1</b>		<b>37,400.00</b>				
95-1	Construction of Milstead meeting room	1470		20,000.00				
	<b>Subtotal</b>	<b>1470</b>		<b>20,000.00</b>				
PHA Wide	Maintenance Vehicle	1475	1	20,000.00				
PHA Wide	Maintenance Equipment	1475		20,000.00				
PHA Wide	Office Equipment and Furniture	1475		36,823.00				

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2003			
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	
PHA Wide	Community Area(s)– Equipment and Furniture	1475		36,822.00				
95-1	Washer – Milstead	1475	1	500.00				
95-1	Dryer – Milstead	1475	1	400.00				
95-2	Dryers	1475	5	2,000.00				
95-5	Dryer	1475	1	400.00				
	<b>Subtotal</b>	<b>1475</b>		<b>116,945.00</b>				

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		<b>Grant Type and Number</b> Capital Fund Program No: OK56P09550103 Replacement Housing Factor No:				Federal FY of Grant: 09/2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/05			09/07			
95-1	09/05			09/07			
95-2	09/05			09/07			
95-3	09/05			09/07			
95-5	09/05			09/07			
95-6	09/05			09/07			
95-7	09/05			09/07			

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

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

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

b. If yes to question a, select one:

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

-or-

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

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Housing Authority of the City of Shawnee, Oklahoma		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	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
	Annual Statement				
PHA Wide		273,446.00	369,446.00	507,446.00	313,446.00
<b>95-1</b>		52,162.00	123,800.00	27,800.00	43,400.00
95-2		27,140.00	16,240.00	19,740.00	31,120.00
95-3		135,720.00	101,564.00	25,720.00	35,795.00
95-5		26,700.00	14,200.00	39,544.00	172,914.00
95-6		110,732.00	20,150.00	20,150.00	33,650.00
95-7		43,772.00	24,272.00	29,272.00	39,347.00
CFP Funds Listed for 5-year planning		669,672.00	669,672.00	669,672.00	669,672.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	PHA Wide – 1406	Operations	12,545.00	PHA Wide – 1406	Operations	12,545.00
<b>Annual</b>	PHA Wide – 1408	Salaries, training, travel and employment costs for Resident Program’s staff (Special Programs Managers, Grants Coordinator @ 48%)	74,931.00	PHA Wide – 1408	Salaries, training, travel and employment costs for Resident Program’s staff ( Special Programs Managers, Grants Coordinator @ 48%)	74,931.00
<b>Statement</b>	PHA Wide – 1408	Computer Software upgrades for administrative computer system	11,000.00	PHA Wide – 1408	Computer Software upgrades for administrative computer system	11,000.00
	PHA Wide – 1408	Consultant for general administrative management improvements	6,003.00	PHA Wide – 1408	Consultant for general administrative management improvements	6,003.00
	PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00	PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00
<b>Total CFP Estimated Cost</b>			<b>\$ 146,479.00</b>			<b>\$ 146,479.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	PHA Wide - 1410	Salary training, travel and employment for Grant Coordinator @ 35%	15,566.00	PHA Wide - 1410	Salary training, travel and employment for Grant Coordinator @ 35%	15,566.00
<b>Annual</b>	PHA Wide - 1410	Salary, training, travel and employment costs for Director of Technical Services @ 15%	8,347.00	PHA Wide - 1410	Salary, training, travel and employment costs for Director of Technical Services @ 15%	8,347.00
<b>Statement</b>	PHA Wide - 1410	Salary, training, travel and employment costs for Capital Fund Coordinator	33,260.00	PHA Wide - 1410	Salary, training, travel and employment costs for Capital Fund Coordinator	33,260.00
	PHA Wide - 1410	Salary, training, travel and employment costs for Executive Director @ 5%	9,794.00	PHA Wide - 1410	Salary, training, travel and employment costs for Executive Director @ 5%	9,794.00
	PHA Wide – 1475	Maintenance Vehicle Replacement	20,000.00	PHA Wide -1430	A&E Resident Programs Facility	20,000.00
<b>Total CFP Estimated Cost</b>			<b>\$86,967.00</b>			<b>\$ 86,967.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	PHA Wide – 1475	Maintenance Equipment (includes replacement or procurement of various equipment such as lawnmowers, weed-eaters, paint guns, sewer machines, etc.)	20,000.00	PHA Wide - 1430	A & E for Parking/Driveway Repair/Replacement for Community Center & Offices	6,000.00
<b>Annual</b>	PHA Wide – 1475	Office Equipment (includes replacement or procurement of various equipment such as copiers, computers, monitors, printers furniture, etc.)	20,000.00	PHA Wide – 1440	Site Acquisition	20,000.00
<b>Statement</b>	95-1 – 1450	Tree pruning/trimming/removal	1,000.00	PHA Wide – 1450	Parking Driveway Repair/Replacement for Community Center & Offices	50,000.00
	95-1 – 1450	Sidewalk and Porch repair/replacement	1,000.00	PHA Wide – 1475	Maintenance Vehicle Replacement	20,000.00
<b>Total CFP Estimated Cost</b>			<b>\$ 42,000.00</b>			<b>\$ 96,000.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	95-1 – 1450	Gas line repair/replacement	2,500.00	PHA Wide – 1475	Maintenance Equipment (includes replacement or procurement of various equipment such as lawnmowers, weed-eaters, paint guns, sewer machines, etc.)	20,000.00
<b>Annual</b>	95-1 – 1450	Water line repair/replacement	2,500.00	PHA Wide – 1475	Office Equipment (includes replacement or procurement of various equipment such as copiers, computers, monitors, printers furniture, etc.)	20,000.00
<b>Statement</b>	95-1 – 1450	Sewer line repair/replacement	2,500.00	95-1 – 1450	Tree pruning/trimming/removal	1,000.00
	95-1 – 1450	Landscaping	24,362.00	95-1 – 1450	Sidewalk and Porch repair/replacement	1,000.00
	95-1 – 1460	Electrical Service repair/replacement	2,500.00	95-1 – 1450	Gas line repair/replacement	2,500.00
	95-1 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,800.00	95-1 – 1450	Water line repair/replacement	2,500.00
<b>Total CFP Estimated Cost</b>			<b>\$ 36,162.00</b>			<b>\$ 47,000.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-1 - 1460	Replace 10% of A/C Condensers (\$350 each)	3,500.00	95-1 – 1450	Sewer line repair/replacement	2,500.00
<b>Annual</b>	95-1- 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00	95-1 –1460	Electrical Service repair/replacement	2,500.00
<b>Statement</b>	95-1 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,500.00	95-1 – 1460	Bathroom tubs – replace (80 x \$1200)	96,000.00
	95-1 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,500.00	95-1 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,800.00
	95-2 – 1450	Tree pruning/trimming/removal (per year at \$1000)	1,000.00	95-1 - 1460	Replace 10% of A/C Condensers (\$350 each)	3,500.00
	95-2 – 1450	Sidewalk porch repair/replacement (per year at \$1000)	1,000.00	95-1- 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00
	95-2 – 1450	Water line repair/replacement	2,500.00	95-1 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,500.00
<b>Total CFP Estimated Cost</b>			<b>\$ 18,500.00</b>			<b>\$ 112,300.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-2 – 1450	Replace handrail for SE side of building	500.00	95-1 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,500.00
<b>Annual</b>	95-2 1450	Parking/driveway repair/replacement	10,000.00	95-2 – 1450	Tree pruning/trimming/removal (per year at \$1000)	1,000.00
<b>Statement</b>	95-2 – 1460	Electrical Service repair/replacement	500.00	95-2 – 1450	Sidewalk porch repair/replacement (per year at \$1000)	1,000.00
	95-2 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,440.00	95-2 – 1450	Sewer line repair/replacement	2,500.00
	95-2 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00	95-2 – 1460	Electrical Service repair/replacement	500.00
	95-2 - 1460	Replace 5% of Heating/Air Handlers (\$500 each)	2,000.00	95-2 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,440.00
	95-2 - 1465.1	Replace 10% of Ranges (\$ 350 each)	2,800.00	95-2 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00
	95-2 - 1465.1	Replace 10% of Refrigerators (\$450 each)	3,600.00	95-2 - 1460	Replace 5% of Heating/Air Handlers (\$500 each)	2,000.00
<b>Total CFP Estimated Cost</b>			<b>\$ 22,240.00</b>			<b>\$ 14,340.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-2 – 1470	Fire Alarm Panel repair/replacement	400.00	95-2 - 1465.1	Replace 10% of Ranges (\$ 350 each)	2,800.00
<b>Annual</b>	95-3 – 1430	Kitchen cabinet replacement – A & E	10,000.00	95-2 - 1465.1	Replace 10% of Refrigerators (\$450 each)	3,600.00
<b>Statement</b>	95-3 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00	95-3 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00
	95-3 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$2000.00 per year)	2,000.00	95-3 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$2000.00 per year)	2,000.00
	95-3 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-3 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
	95-3 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-3 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
	95-3 – 1450	Sewer line repair/replacement (per year at 2500 per year)	2,500.00	95-3 – 1450	Sewer line repair/replacement (per year at 2500 per year)	2,500.00
<b>Total CFP Estimated Cost</b>			<b>\$ 20,900.00</b>			<b>\$ 16,900.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	95-3 – 1460	Electrical Service repair/replacement (per year at 2500 per year)	2,500.00	95-3 - 1450	Erosion control – site improvement	9,844.00
<b>Annual</b>	95-3 – 1460	Kitchen cabinets replacement (80 x 1500)	100,000.00	95-3 – 1450	Landscaping	11,000.00
<b>Statement</b>	95-3 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,620.00	95-3 – 1460	Electrical Service repair/replacement (per year at 2500 per year)	2,500.00
	95-3 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00	95-3 - 1460	Erosion control guttering (55 x \$1,000)	55,000.00
	95-3 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00	95-3 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,620.00
	95-3 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00	95-3 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00
	95-3 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00	95-3 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00
	95-5 – 1450	Tree pruning/trimming/removal (per year at \$500 per year)	500.00	95-3 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00
<b>Total CFP Estimated Cost</b>			<b>\$ 115,720.00</b>			<b>\$ 87,014.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-5 – 1450	Sidewalk repair/replacement (per year at \$1000 per year)	1,000.00	95-3 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00
<b>Annual</b>	95-5 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00	95-5 – 1450	Tree pruning/trimming/removal (per year at \$500 per year)	500.00
<b>Statement</b>	95-5 - 1460	Replace 10% of Heating/Air Handlers (\$500 each)	5,000.00	95-5 – 1450	Sidewalk repair/replacement (per year at \$1000 per year)	1,000.00
	95-5 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00	95-5 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00
	95-5 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00	95-5 - 1460	Replace 10% of Heating/Air Handlers (\$500 each)	5,000.00
	95-5 – 1470	Fire Alarm Panel repair/replacement	6,000.00	95-5 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00
	95-5 -1470	Exhaust fan vent replacement on roof	4,000.00	95-5 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00
<b>Total CFP Estimated Cost</b>			<b>\$ 23,700.00</b>			<b>\$ 18,250.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	95-5 – 1470	Elevator Motor repair/replacement	2,500.00	95-6 – 1450	Tree pruning/trimming/removal (per year at \$1000 per year)	1,000.00
Annual	95-6 – 1450	Tree pruning/trimming/removal (per year at \$1000 per year)	1,000.00	95-6 – 1450	Sidewalk, porch and dumpster pad replacement (per year at \$1000 per year)	1,000.00
Statement	95-6 – 1450	Sidewalk, porch and dumpster pad replacement (per year at \$1000 per year)	1,000.00	95-6 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
	95-6 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-6 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
	95-6 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-6 – 1450	Sewer line repair/replacement	2,500.00
	95-6 – 1450	Sewer line repair/replacement	2,500.00	95-6 – 1460	Electrical service repair/replacement (per year at \$2500 per year)	2,500.00
	95-6 – 1460	Electrical service repair/replacement (per year at \$2500 per year)	2,500.00	95-6 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	900.00
Total CFP Estimated Cost			\$ 14,500.00			\$ 12,900.00

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-6 – 1460	Exterior Window Replacement – 10 buildings	84,582.00	95-6 - 1460	Replace 10% of A/C Condensers (\$350 each)	1,750.00
<b>Annual</b>	95-6 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	900.00	95-6 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	1,500.00
<b>Statement</b>	95-6 - 1460	Replace 10% of A/C Condensers (\$350 each)	1,750.00	95-6 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,750.00
	95-6 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	1,500.00	95-6 - 1465.1	Replace 10% of Refrigerators (\$450 each)	2,250.00
	95-6 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,750.00	95-7 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00
	95-6 - 1465.1	Replace 10% of Refrigerators (\$450 each)	2,250.00	95-7 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$1000 per year)	1,000.00
	95-6 – 1475	Washer/Dryer replacement for laundry rooms	6,000.00	95-7 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
<b>Total CFP Estimated Cost</b>			<b>\$ 98,732.00</b>			<b>\$ 11,750.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	95-7 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00	95-7 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
<b>Annual</b>	95-7 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$1000 per year)	1,000.00	95-7 – 1450	Sewer line repair/replacement (per year at \$2500 per year)	2,500.00
<b>Statement</b>	95-7 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-7 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00
	95-7 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-7 – 1460	Carpet replacement at 10% per year (\$1500 each)	4,312.00
	95-7 – 1450	Sewer line repair/replacement (per year at \$2500 per year)	2,500.00	95-7 – 1460	Roof replacement for unit	2,500.00
	95-7 – 1450	Landscaping (\$500 per unit)	13,000.00	95-7 – 1460	Garage door repair/replacement (per year at \$3000 per year)	3,000.00
	95-7 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00	95-7 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	360.00
<b>Total CFP Estimated Cost</b>			<b>\$ 23,000.00</b>			<b>\$ 15,672.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	95-7 – 1460	Carpet replacement at 10% per year (\$1500 each)	4,312.00	95-7 - 1460	Replace 10% of A/C Condensers (\$350 each)	700.00
<b>Annual</b>	95-7 – 1460	Roof replacement at 10% per year (\$2500 each)	7,500.00	95-7 - 1460	Replace 10% of Gas Central Furnaces (\$500 each)	1,000.00
<b>Statement</b>	95-7 – 1460	Garage door repair/replacement (per year at \$3000 per year)	3,000.00	95-7 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,050.00
	95-7 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	360.00	95-7 - 1465.1	Replace 10% of Refrigerators (\$450 each)	1,350.00
	95-7 - 1460	Replace 10% of A/C Condensers (\$350 each)	700.00			
	95-7 - 1460	Replace 10% of Gas Central Furnaces (\$500 each)	1,000.00			
	-5-7 --- 1460	Repair foundations of units	1,500.00			
	95-7 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,050.00			
<b>Total CFP Estimated Cost</b>			<b>\$ 19,422.00</b>			<b>\$ 4,100.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	95-7 - 1465.1	Replace 10% of Refrigerators (\$450 each)	1,350.00			
<b>Annual</b>						
<b>Statement</b>						
	Total CFP Estimated Cost		\$ 1,350.00			\$

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PHA Wide – 1406	Operations	12,545.00	PHA Wide – 1406	Operations	12,545.00
PHA Wide – 1408	Salaries, training, travel and employment costs for Resident Program’s staff (Special Programs Managers, Grants Coordinator @ 48%)	74,931.00	PHA Wide – 1408	Salaries, training, travel and employment costs for Resident Program’s staff ( Special Programs Managers, Grants Coordinator @ 48%)	74,931.00
PHA Wide – 1408	Computer Software upgrades for administrative computer system	11,000.00	PHA Wide – 1408	Computer Software upgrades for administrative computer system	11,000.00
PHA Wide – 1408	Consultant for general administrative management improvements	6,003.00	PHA Wide – 1408	Consultant for general administrative management improvements	6,003.00
PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00	PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 146,479.00</b>			<b>\$ 146,479.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PHA Wide - 1410	Salary training, travel and employment for Grant Coordinator @ 35%	15,566.00	PHA Wide - 1410	Salary training, travel and employment for Grant Coordinator @ 35%	15,566.00
PHA Wide - 1410	Salary, training, travel and employment costs for Director of Technical Services @ 15%	8,347.00	PHA Wide - 1410	Salary, training, travel and employment costs for Director of Technical Services @ 15%	8,347.00
PHA Wide - 1410	Salary, training, travel and employment costs for Capital Fund Coordinator	33,260.00	PHA Wide - 1410	Salary, training, travel and employment costs for Capital Fund Coordinator	33,260.00
PHA Wide - 1410	Salary, training, travel and employment costs for Executive Director @ 5%	9,794.00	PHA Wide - 1410	Salary, training, travel and employment costs for Executive Director @ 5%	9,794.00
PHA Wide – 1450	Landscaping	4,000.00	PHA Wide – 1475	Maintenance Vehicle Replacement	20,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 70,967.00</b>			<b>\$ 86,967.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide – 1470	Expansion to Administrative/Community Building	200,000.00	PHA Wide – 1475	Maintenance Equipment (includes replacement or procurement of various equipment such as lawnmowers, weed-eaters, paint guns, sewer machines, etc.)	20,000.00
PHA Wide – 1470	Storage Building Maintenance Building Site	10,000.00	PHA Wide – 1475	Office Equipment (includes replacement or procurement of various equipment such as copiers, computers, monitors, printers furniture, etc.)	20,000.00
PHA Wide – 1475	Maintenance Vehicle Replacement	20,000.00	PHA Wide – 1475	Transportation Vehicle for Special Programs	40,000.00
PHA Wide – 1475	Maintenance Equipment (includes replacement or procurement of various equipment such as lawnmowers, weed-eaters, paint guns, sewer machines, etc.)	20,000.00	95-1 – 1450	Tree pruning/trimming/removal	1,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 250,000.00</b>			<b>\$ 81,000.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide – 1475	Office Equipment (includes replacement or procurement of various equipment such as copiers, computers, monitors, printers furniture, etc.)	20,000.00	95-1 – 1450	Sidewalk and Porch repair/replacement	1,000.00
PHA Wide – 1475	Community Space Equipment and/or Furniture	20,000.00	95-1 – 1450	Gas line repair/replacement	2,500.00
95-1 – 1450	Tree pruning/trimming/removal	1,000.00	95-1 – 1450	Water line repair/replacement	2,500.00
95-1 – 1450	Sidewalk and Porch repair/replacement	1,000.00	95-1 – 1450	Sewer line repair/replacement	2,500.00
95-1 – 1450	Gas line repair/replacement	2,500.00	95-1 – 1460	Electrical Service repair/replacement	2,500.00
95-1 – 1450	Water line repair/replacement	2,500.00	95-1 – 1460	Tile Floor replacement – 26 Milstead units (26 x \$600)	15,600.00
95-1 – 1450	Sewer line repair/replacement	2,500.00	95-1 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,800.00
95-1 – 1460	Electrical Service repair/replacement	2,500.00	95-1 - 1460	Replace 10% of A/C Condensers (\$350 each)	3,500.00
<b>Total CFP Estimated Cost</b>		<b>\$ 52,000.00</b>			<b>\$ 31,900.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-1 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,800.00	95-1- 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00
95-1 - 1460	Replace 10% of A/C Condensers (\$350 each)	3,500.00	95-1 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,500.00
95-1- 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00	95-1 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,500.00
95-1 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,500.00	95-2 – 1450	Tree pruning/trimming/removal (per year at \$1000)	1,000.00
95-1 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,500.00	95-2 – 1450	Sidewalk porch repair/replacement (per year at \$1000)	1,000.00
95-2 – 1450	Tree pruning/trimming/removal (per year at \$1000)	1,000.00	95-2 – 1460	Electrical Service repair/replacement	500.00
95-2 – 1450	Sidewalk porch repair/replacement (per year at \$1000)	1,000.00	95-2 - 1460	Replace 5% of Gas Hot Water Tanks (\$180 each)	1,440.00
95-2 – 1460	Electrical Service repair/replacement	500.00	95-2 - 1460	Replace 10% of A/C Condensers (\$350 each)	1,400.00
<b>Total CFP Estimated Cost</b>		<b>\$ 18,300.00</b>			<b>\$ 15,840.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-2 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,440.00	95-2 - 1460	Replace 5% of Heating/Air Handlers (\$500 each)	2,000.00
95-2 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00	95-2 - 1460	Bricke Exterior – Repoint/tuck	9,000.00
95-2 - 1460	Replace 5% of Heating/Air Handlers (\$500 each)	2,000.00	95-2 - 1465.1	Replace 10% of Ranges (\$ 350 each)	2,800.00
95-2 - 1465.1	Replace 10% of Ranges (\$ 350 each)	2,800.00	95-2 - 1465.1	Replace 10% of Refrigerators (\$450 each)	3,600.00
95-2 - 1465.1	Replace 10% of Refrigerators (\$450 each)	3,600.00	95-2 - 1470	Handicap door opener for North entrance	2,500.00
95-2 - 1470	Emergency Generator repair/replacement	2,500.00	95-2 - 1475	Washer/dryer replacement for laundry rooms	5,880.00
95-2 - 1470	Elevator Motor repair/replacement	2,500.00	95-3 - 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00
Total CFP Estimated Cost		\$ 16,240.00			\$ 26,780.00

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-2 - 1470	East and West Entry Door replacement with safety glass	1,000.00	95-3 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$2000.00 per year)	2,000.00
95-3 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00	95-3 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
95-3 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$2000.00 per year)	2,000.00	95-3 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
95-3 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-3 – 1450	Sewer line repair/replacement (per year at 2500 per year)	2,500.00
95-3 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-3 – 1460	Electrical Service repair/replacement (per year at 2500 per year)	2,500.00
95-3 – 1450	Sewer line repair/replacement (per year at 2500 per year)	2,500.00	95-3 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,620.00
<b>Total CFP Estimated Cost</b>		<b>\$ 11,500.00</b>			<b>\$ 13,620.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-3 – 1460	Electrical Service repair/replacement (per year at 2500 per year)	2,500.00	95-3 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00
95-3 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	1,620.00	95-3 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00
95-3 - 1460	Replace 5% of A/C Condensers (\$350 each)	1,400.00	95-3 – 1460	Re-brick unit	10,075.00
95-3 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	2,500.00	95-3 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00
95-3 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00	95-3 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00
95-3 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00	95-5 – 1450	Tree pruning/trimming/removal (per year at \$500 per year)	500.00
95-5 – 1450	Tree pruning/trimming/removal (per year at \$500 per year)	500.00	95-5 – 1450	Sidewalk repair/replacement (per year at \$1000 per year)	1,000.00
95-5 – 1450	Sidewalk repair/replacement (per year at \$1000 per year)	1,000.00	95-5 – 1460	Water Line repair/replacement (per year at \$2,500 per year)	2,500.00
<b>Total CFP Estimated Cost</b>		<b>\$ 16,720.00</b>			<b>\$ 25,175.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-5 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00	95-5 – 1450	Sewer line repair/replacement	2,500.00
95-5 - 1460	Replace 10% of Heating/Air Handlers (\$500 each)	5,000.00	95-5 – 1450	Landscaping	4,000.00
95-5 – 1460	Exterior drivet repair/replacement	12,844.00	95-5 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00
95-5 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00	95-5 - 1460	Replace 10% of Heating/Air Handlers (\$500 each)	5,000.00
95-5 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00	95-5 - 1465.1	Replace 10% of Ranges (\$ 350 each)	3,150.00
95-5 – 1470	Elevator motor repair/replacement	2,500.00	95-5 - 1465.1	Replace 10% of Refrigerators (\$450 each)	4,050.00
95-5 – 1470	Reseal Exterior Windows of Common Areas	10,000.00	95-5 – 1470	Air Conditioning Chiller replacement	98,414.00
95-6 – 1450	Tree pruning/trimming/removal (per year at \$1000 per year)	1,000.00	95-5 – 1470	Install computerized Energy Management System	20,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 39,044.00</b>			<b>\$137,614.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-6 – 1450	Sidewalk, porch and dumpster pad replacement (per year at \$1000 per year)	1,000.00	95-5 – 1470	Automatic Door repair/replacement	5,000.00
95-6 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-5 – 1470	Emergency Generator repair/replacement	2,500.00
95-6 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-5 - 1470	Reseal Exterior Windows of Common Areas	10,000.00
95-6 – 1450	Sewer line repair/replacement	2,500.00	95-5 – 1470	Exhaust fan vent replacement on roof	4,000.00
95-6 – 1460	Electrical service repair/replacement (per year at \$2500 per year)	2,500.00	95-5 – 1475	Washer/dryer replacement for laundry rooms	9,800.00
95-6 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	900.00	95-6 – 1450	Tree pruning/trimming/removal (per year at \$1000 per year)	1,000.00
95-6 - 1460	Replace 10% of A/C Condensers (\$350 each)	1,750.00	95-6 – 1450	Sidewalk, porch and dumpster pad replacement (per year at \$1000 per year)	1,000.00
<b>Total CFP Estimated Cost</b>		<b>\$ 13,650.00</b>			<b>\$ 33,300.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-6 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	1,500.00	95-6 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
95-6 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,750.00	95-6 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
95-6 - 1465.1	Replace 10% of Refrigerators (\$450 each)	2,250.00	95-6 – 1450	Sewer line repair/replacement	2,500.00
95-7 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00	95-6 – 1450	Landscaping	4,500.00
95-7 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$1000 per year)	1,000.00	95-6 – 1460	Electrical Service repair/replacement (per year at \$2,500.00.)	2,500.00
95-7 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00	95-6 – 1460	Install mini-blinds on street side of units (180 x \$50.00)	9,000.00
95-7 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00	95-6 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	900.00
<b>Total CFP Estimated Cost</b>		<b>\$ 12,500.00</b>			<b>\$ 24,400.00</b>

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-7 – 1450	Sewer line repair/replacement (per year at \$2500 per year)	2,500.00	95-6 - 1460	Replace 10% of A/C Condensers (\$350 each)	1,750.00
95-7 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00	95-6 - 1460	Replace 5% of Gas Central Furnaces (\$500 each)	1,500.00
95-7 – 1460	Carpet replacement at 10% per year (\$1500 each)	4,312.00	95-6 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,750.00
95-7 – 1460	Roof replacement at 10% per year (\$2500 each)	7,500.00	95-6 - 1465.1	Replace 10% of Refrigerators (\$450 each)	2,250.00
95-7 – 1460	Garage door repair/replacement (per year at \$3000 per year)	3,000.00	95-7 – 1450	Tree pruning/trimming/removal (per year at \$1000.00 per year)	1,000.00
95-7 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	360.00	95-7 – 1450	Sidewalk, porch and driveway repair/replacement (per year at \$1000 per year)	1,000.00
95-7 - 1460	Replace 10% of A/C Condensers (\$350 each)	700.00	95-7 – 1450	Gas line repair/replacement (per year at \$2500 per year)	2,500.00
<b>Total CFP Estimated Cost</b>		<b>\$ 18,872.00</b>			<b>\$ 11,750.00</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-7 - 1460	Replace 10% of Gas Central Furnaces (\$500 each)	1,000.00	95-7 – 1450	Water line repair/replacement (per year at \$2500 per year)	2,500.00
95-7 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,050.00	95-7 – 1450	Sewer line repair/replacement (per year at \$2500 per year)	2,500.00
95-7 - 1465.1	Replace 10% of Refrigerators (\$450 each)	1,350.00	95-7 – 1460	Electrical Service repair/replacement (per year at \$500 per year)	500.00
			95-7 – 1460	Carpet replacement at 10% per year (\$1500 each)	4,312.00
			95-7 – 1460	Roof replacement at 10% per year (\$2500 each)	7,500.00
			95-7 – 1460	Garage door repair/replacement (per year at \$3000 per year)	3,000.00
			95-7 - 1460	Replace 10% of Gas Hot Water Tanks (\$180 each)	360.00
			95-7 - 1460	Replace 10% of A/C Condensers (\$350 each)	700.00
Total CFP Estimated Cost		\$ 3,400.00			\$ 21,372.00

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006		Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007	
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<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
			95-7 - 1460	Replace 10% of Gas Central Furnaces (\$500 each)	1,000.00
			95-7 - 1460	Re-brick unit	10,075.00
			95-7 - 1465.1	Replace 10% of Ranges (\$ 350 each)	1,050.00
			95-7 - 1465.1	Replace 10% of Refrigerators (\$450 each)	1,350.00
<b>Total CFP Estimated Cost</b>		\$			\$ 13,475.00

## Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Housing Authority of the City of Shawnee, OK	<b>Grant Type and Number</b> Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 09/2000
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02  
  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	-0-	-0-	-0-	-0-
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	137,251.00	137,251.00	132,257.75	123,353.09
4	1410 Administration	68,625.00	68,625.00	21,386.00	21,167.50
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	9,000.00	8,251.00	8,250.96	5,400.18
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	-0-	-0-	-0-	-0-
10	1460 Dwelling Structures	179,903.00	136,658.00	139,113.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	11,250.00	11,250.00	11,127.00	11,127.00
12	1470 Nondwelling Structures	177,751.00	222,795.00	41,196.00	2,796.00
13	1475 Nondwelling Equipment	102,475.00	101,425.00	77,815.70	77,181.70
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	-0-	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	686,255.00	686,255.00	431,146.41	241,025.47
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2000		
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	
PHA Wide	Operation	1406	1	0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Special Programs Manager (salary, training, travel, & employment costs)	1408	1	41,554.00	44,267.87	44,267.87	44,267.87	
PHA Wide	Grant Writer (65% of salary, training, travel & employment costs)	1408	1	11,752.00	22,166.00	22,166.00	20,559.42	
PHA Wide	Part-time clerical staff to assist Special Programs Manager (salary, training, travel & employment costs)	1408	1	8,087.00	623.00	623.00	622.90	
PHA Wide	One full-time clerical staff to assist Special Programs manager (salary, training, travel & employment costs)	1408	1	23,043.00	20,329.13	20,329.13.00	15,659.02	
PHA Wide	One full-time After-School Program Director (salary, training, travel & employment costs)	1408	1	28,389.00	35,675.00	35,675.00	33,047.13	
PHA Wide	After School Program social services & supplies	1408	1	5,526.00	0.00	0.00	0.00	
PHA Wide	Stipends for Youth Mentors (\$5.00 per day of service – 3 mentors per day at 5 days per week at 52 weeks per year)	1408	1	3,900.00	190.00	190.00	190.00	
PHA Wide	Computer software (upgrades)	1408	1	10,000.00	9,000.00	6,117.36	6,117.36	
PHA Wide	Consultant for general Administrative needs and improvements.	1408	1	5,000.00	5,000.00	2,889.39	2,889.39	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2000		
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	
	<b>Subtotal</b>	<b>1408</b>		<b>137,251.00</b>	<b>137,251.00</b>	<b>132,257.75</b>	<b>123,353.09</b>	
PHA Wide	CFP portion of Grant Writer (35% of salary, training, travel, and employment costs)	1410	1	15,701.00	7,389.25	7,389.25	7,185.40	
PHA Wide	CFP portion of Director of Technical Services (25% of salary, training, travel and employment costs)	1410	1	5,685.00	9,111.18	9,111.18	9,096.54	
PHA Wide	One full-time CFP Coordinator (3 months of salary, training travel and employment costs)	1410	1	0.00	4,885.57	4,885.57	4,885.56	
PHA Wide	Asset Management Plan and consultant for other administrative needs	1410	1	47,239.00	47,239.00	0.00	0.00	
	<b>Subtotal</b>	<b>1410</b>		<b>68,625.00</b>	<b>68,625.00</b>	<b>21,386.00</b>	<b>21,167.50</b>	
95-3	A & E Services for roof replacement	1430		9,000.00	8,251.00	8,250.96	5,400.18	
	<b>Subtotal</b>	<b>1430</b>		<b>9,000.00</b>	<b>8,251.00</b>	<b>8,250.96</b>	<b>5,400.18</b>	
PHA Wide	Install lighting in maintenance storage shed	1460		2,400.00	0.00	0.00	0.00	Moved to 1470
95-3	Replace deteriorated kitchen cabinets	1460		8,503.00	8,503.00	6,399.00	0.00	
95-3	Replace deteriorated roofs	1460		160,000.00	123,655.00	128,364.00	0.00	
95-7	Replace deteriorated carpets	1460		9,000.00	4,500.00	4,350.00	0.00	
	<b>Subtotal</b>	<b>1460</b>		<b>179,903.00</b>	<b>136,658.00</b>	<b>139,113.00</b>	<b>0.00</b>	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2000		
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	
95-1	Replace 10% of refrigerators (10 x \$450)	1465.1	10	4,500.00	4,050.00	3,527.00	3,527.00	
95-2	Replace 10% of refrigerators	1465.1	1	0.00	350.00	680.00	680.00	
95-3	Replace 10% of refrigerators (9 x \$450)	1465.1	9	4,050.00	3,700.00	2,780.00	2,780.00	
95-5	Replace 10% of refrigerators	1465.1	1	0.00	350.00	680.00	680.00	
95-6	Replace 10% of refrigerators (4 x \$450)	1465.1	4	1,800.00	2,100.00	2,430.00	2,430.00	
95-7	Replace 10% of refrigerators (2 x \$450)	1465.1	2	900.00	700.00	1,030.00	1,030.00	
	<b>Subtotal</b>	<b>1465.1</b>		<b>11,250.00</b>	<b>11,250.00</b>	<b>11,127.00</b>	<b>11,127.00</b>	
PHA Wide	Install lighting in maintenance storage shed	1470		0.00	2,400.00	2,350.00	2,350.00	Completed
PHA Wide	Computer link between administrative and maintenance offices	1470		6,500.00	0.00	0.00	0.00	Done in 1999 CFP
95-2	Replace deteriorated carpets in common areas	1470		19,000.00	19,000.00	19,346.00	446.00	
95-5	Replace deteriorated carpets in common areas	1470		15,000.00	19,500.00	19,500.00	0.00	
PHA Wide	Office/Community Space Building Expansion	1470		137,251.00	181,895.00	0.00	0.00	
	<b>Subtotal</b>	<b>1470</b>		<b>177,751.00</b>	<b>222,795.00</b>	<b>41,196.00</b>	<b>2,796.00</b>	
PHA Wide	Two floor buffers for maintenance	1475	2	1,200.00	1,470.00	1,470.00	1,470.00	Completed
	Miscellaneous tools for maintenance	1475		600.00	955.99	955.98	955.98	Completed
	Weed eaters and edgers for maintenance	1475		750.00	1,347.90	1,347.90	1,347.90	Completed
	Replace one maintenance truck	1475	1	17,149.00	14,927.00	14,927.00	14,927.00	Completed

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550100 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2000		
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	
	Administrative office equipment and furniture	1475		13,000.00	13,536.11	7,070.38	7,070.38	
	Riding lawn mower for maintenance	1475	1	10,000.00	10,600.00	10,600.00	10,600.00	Completed
95-5	Replace dryers in laundry rooms (6 x \$415)	1475	6	2,490.00	2,352.00	2,352.00	2,352.00	Completed
65-6	Replace washers in laundry (2 x \$525)	1475	2	1,050.00	0.00	0.00	0.00	Done 1999 CFP
PHA Wide	Replace two maintenance truck	1475	2	33,155.93	33,155.93	33,155.93	33,155.93	Completed
PHA Wide	Computer equipment and furniture	1475		23,080.07	23,080.07	5,936.51	5,302.51	
	<b>Subtotal</b>	<b>1475</b>		<b>102,475.00</b>	<b>101,425.00</b>	<b>77,815.70</b>	<b>77,181.70</b>	

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

PHA Name: Housing Authority of the City of Shawnee, OK		Grant Type and Number Capital Fund Program No: OK56P09550100 Replacement Housing Factor No:				Federal FY of Grant: 09/2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide Mgmt Improvements	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
PHA Wide Administration	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095001 Milstead/Family Site	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095002 Hi-Rise	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095003 Dunbar Heights	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095005 Tower	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095006 Prince Hall Apartments	03/02	9/02		09/03	9/04		LOCCS access received November, 2000
OK56P095007 Scattered Sites	03/02	9/02		09/03	9/04		LOCCS access received November, 2000

## Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Housing Authority of the City of Shawnee, OK	<b>Grant Type and Number</b> Capital Fund Program Grant No: OK56P09550101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 09/2001
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02  
  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	-0-	-0-	-0-	-0-
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	140,018.00	135,182.94	76,182.94	0.00
4	1410 Administration	21,814.00	35,570.06	35,570.06	4,258.36
5	1411 Audit	-0-	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	43,000.00	50,910.00	50,909.40	4,073.82
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	-0-	-0-	-0-	-0-
10	1460 Dwelling Structures	262,500.00	263,745.00	97,291.22	455.22
11	1465.1 Dwelling Equipment—Nonexpendable	35,200.00	35,200.00	0.00	0.00
12	1470 Nondwelling Structures	139,542.00	143,105.00	0.00	0.00
13	1475 Nondwelling Equipment	58,017.00	36,378.00	11,478.90	990.30
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	-0-	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	700,091.00	700,091.00	271,432.52	9,777.70
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2001		
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	
PHA Wide	Operations	1406		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Special Programs Manager (salary, training, travel, & employment costs)	1408		41,554.00	41,554.00	41,554.00	0.00	
PHA Wide	Grant Writer (65% of salary, training, travel & employment costs)	1408		11,752.00	13,408.47	13,408.47	0.00	
PHA Wide	One part-time clerical staff to assist Special Programs Manager (salary, training, travel & employment costs)	1408		8,087.00	0.00	0.00	0.00	
PHA Wide	One full-time clerical staff to assist Special Programs manager (salary, training, travel & employment costs)	1408		23,043.00	6,830.10	6,830.10	0.00	
PHA Wide	One full-time After-School Program Director (salary, training, travel & employment costs)	1408		28,389.00	14,390.37	14,390.37	0.00	
PHA Wide	After School Program social services & supplies	1408		5,526.00	0.00	0.00	0.00	
PHA Wide	Stipends for Youth Mentors (\$5.00 per day of service – 3 mentors per day at 5 days per week at 52 weeks per year)	1408		3,900.00	0.00	0.00	0.00	
PHA Wide	Computer software (upgrades)	1408		10,000.00	10,000.00	0.00	0.00	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2001		
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	
PHA Wide	Contract City of Shawnee Police Department Additional Security and Protective Services	1408		0.00	42,000.00	0.00	0.00	
PHA Wide	Consultant for general Administrative Needs and Improvements.	1408		7,767.00	7,000.00	0.00	0.00	
	<b>Subtotal</b>	<b>1408</b>		<b>140,018.00</b>	<b>135,182.94</b>	<b>76,182.94</b>	<b>0.00</b>	
PHA Wide	CFP portion of Grant Writer (35% of salary, training, travel, and employment costs)	1410		16,015.00	6,217.05	6,217.05	0.00	
PHA Wide	CFP portion of Director of Housing Operations (25% of salary, training, travel and employment costs)	1410		5,799.00	8,192.40	8,192.40	1,015.85	
PHA Wide	One full-time CFP Coordinator (6 months of salary, training, travel and employment costs)	1410		0.00	21,160.61	21,160.61	3,242.51	
	<b>Subtotal</b>	<b>1410</b>		<b>21,814.00</b>	<b>35,570.06</b>	<b>35,570.06</b>	<b>4,258.36</b>	
95-3	A & E for bathtub replacement	1430		9,000.00	9,227.00	9,227.00	0.00	
95-5	A & E for roof replacement	1430		12,000.00	6,225.00	6,224.40	4,073.82	
95-6	A & E for staircases	1430		2,000.00	5,182.00	5,182.00	0.00	
PHA Wide	A & E for building expansion	1430		20,000.00	30,276.00	30,276.00	0.00	
	<b>Subtotal</b>	<b>1430</b>		<b>43,000.00</b>	<b>50,910.00</b>	<b>50,909.40</b>	<b>4,073.82</b>	
95-3	Replace bathtubs 90 x 1200	1460		108,000.00	127,500.00	205.22	205.22	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2001		
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	
95-5	Replace roof over apartments	1460		130,000.00	94,245.00	97,086.00	250.00	
95-6	Replace staircases (7 buildings)	1460		24,500.00	42,000.00	0.00	0.00	
	<b>Subtotal</b>	<b>1460</b>		<b>262,500.00</b>	<b>263,745.00</b>	<b>97,291.22</b>	<b>455.22</b>	
PHA Wide	Replace 10% of Refrigerators (44 x 450)	1465.1		19,800.00	19,800.00	0.00	0.00	
PHA Wide	Replace 10% of Ranges (44 x 350)	1465.1		15,400.00	15,400.00	0.00	0.00	
	<b>Subtotal</b>	<b>1465.1</b>		<b>35,200.00</b>	<b>35,200.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Building expansion	1470		139,542.00	143,105.00	0.00	0.00	
	<b>Subtotal</b>	<b>1470</b>		<b>139,542.00</b>	<b>143,105.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Carpet extractor (3)	1475		8,100.00	8,100.00	0.00	0.00	
PHA Wide	Sewer machine (2)	1475		3,000.00	3,000.00	0.00	0.00	
PHA Wide	Maintenance Radio (3)	1475		5,000.00	5,000.00	5,244.30	0.00	
PHA Wide	Office Radio (4)	1475		6,667.00	6,667.00	6,234.60	990.30	
PHA Wide	Office Computer equipment	1475		12,500.00	10,861.00	0.00	0.00	
PHA Wide	Maintenance truck (1)	1475		20,000.00	0.00	0.00	0.00	
PHA Wide	Weed eater (2)	1475		750.00	750.00	0.00	0.00	
PHA Wide	Floor Buffer (high speed)	1475		2,000.00	2,000.00	0.00	0.00	
	<b>Subtotal</b>	<b>1475</b>		<b>58,017.00</b>	<b>36,378.00</b>	<b>11,478.90</b>	<b>990.30</b>	

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program No: OK56P09550101 Replacement Housing Factor No:				Federal FY of Grant: 09/2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide Mgmt Improvements	09/03		09/03	09/05		09/05	
PHA Wide Administration	09/03		09/03	09/05		09/05	
OK56P095001 Milstead/Family Site	09/03		09/03	09/05		09/05	
OK56P095002 Hi-Rise	09/03		09/03	09/05		09/05	
OK56P095003 Dunbar Heights	09/03		09/03	09/05		09/05	
OK56P095005 Tower	09/03		09/03	09/05		09/05	
OK56P095006 Prince Hall Apartments	09/03		09/03	09/05		09/05	
OK56P095007 Scattered Sites	09/03		09/03	09/05		09/05	

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 6/30/02  
  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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	140,018.00	133,934.40	0.00	0.00
4	1410 Administration	70,009.00	66,967.20	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	29,500.00	29,500.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	296,764.00	296,764.00	0.00	0.00
10	1460 Dwelling Structures	36,400.00	36,400.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	37,400.00	37,400.00	0.00	0.00
12	1470 Nondwelling Structures	10,000.00	10,000.00	0.00	0.00
13	1475 Nondwelling Equipment	80,000.00	58,706.40	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	700,091.00	669,672.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Shawnee, OK		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:		Federal FY of Grant: 09/2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
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	
PHA Wide	Operations	1406		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Special Programs Manager (salary, training, travel & employment costs)	1408	1	53,070.00	53,070.00	0.00	0.00	
PHA Wide	Grant Manager (65% of salary, training, travel & employment costs)	1408	1	16,266.00	28,256.90	0.00	0.00	
PHA Wide	Special Programs Clerical Staff (full-time, salary, training, travel, and employment costs)	1408	1	24,473.00	0.00	0.00	0.00	
PHA Wide	After School Program Director (full-time, salary, training, travel, and employment costs)	1408	1	25,306.00	0.00	0.00	0.00	
PHA Wide	Stipends for youth mentors (\$5 per day of service for 3 mentors per day at 5 days per week for 52 weeks)	1408		3,900.00	0.00	0.00	0.00	
PHA Wide	Computer Software (upgrades)	1408		11,000.00	4,604.50	0.00	0.00	
PHA Wide	Contract City of Shawnee Police Department Additional Security & Protective Services	1408	1	0.00	42,000.00	0.00	0.00	
PHA Wide	Consultant for general administration needs and improvements	1408		6,003.00	6,003.00	0.00	0.00	
	<b>Subtotal</b>	<b>1408</b>		<b>140,018.00</b>	<b>133,934.40</b>	<b>0.00</b>	<b>0.00</b>	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
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	
PHA Wide	CFP Portion of Grant Manager (35% of salary, training, travel and employment costs)	1410	1	16,266.00	16,266.00	0.00	0.00	
PHA Wide	CFP portion of Director of Technical Services (25% of salary, training, travel, and employment costs)	1410	1	13,456.00	13,456.00	0.00	0.00	
PHA Wide	CFP portion of Executive Director (5% of salary, training, travel and employment costs)	1410	1	5,590.00	5,590.00	0.00	0.00	
PHA Wide	Capital Fund Program Coordinator (full-time, salary, training, travel, and employment costs)	1410	1	34,697.00	31,655.20	0.00	0.00	
<b>Subtotal</b>		<b>1410</b>		<b>70,009.00</b>	<b>66,967.20</b>	<b>0.00</b>	<b>0.00</b>	
95-2	A & E – Concrete work Driveway/Parking lot replacement (North side)	1430	1	1,500.00	1,500.00	0.00	0.00	
95-5	A & E – Concrete work Driveway/Parking lot replacement	1430	1	27,500.00	27,500.00	0.00	0.00	
95-6	A & E – Concrete work replacement of front porch of Building 35-40	1430	1	500.00	500.00	0.00	0.00	
<b>Subtotal</b>		<b>1430</b>		<b>29,500.00</b>	<b>29,500.00</b>	<b>0.00</b>	<b>0.00</b>	
95-1	Tree trimming	1450		294.00	294.00	0.00	0.00	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
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	
95-2	Driveway/Parking lot replacement (North side)	1450	1	15,000.00	15,000.00	0.00	0.00	
95-2	Tree trimming	1450		294.00	294.00	0.00	0.00	
95-3	Tree trimming	1450		294.00	294.00	0.00	0.00	
95-5	Driveway/Parking lot replacement	1450	1	275,000.00	275,000.00	0.00	0.00	
95-5	Tree trimming	1450		294.00	294.00	0.00	0.00	
95-6	Replace front porch of Building 35-40	1450	1	5,000.00	5,000.00	0.00	0.00	
95-6	Tree trimming	1450		294.00	294.00	0.00	0.00	
95-7	Tree trimming	1450		294.00	294.00	0.00	0.00	
	<b>Subtotal</b>	<b>1450</b>		<b>296,764.00</b>	<b>296,764.00</b>	<b>0.00</b>	<b>0.00</b>	
95-1	Replace 10% of hot water tanks (\$190)	1465.1	10	1,900.00	1,900.00	0.00	0.00	
95-1	Replace 10% of A/C condensers (\$350)	1465.1	10	3,500.00	3,500.00	0.00	0.00	
95-1	Replace 10% of furnaces/air handlers (\$500)	1465.1	10	5,000.00	5,000.00	0.00	0.00	
95-2	Replace 10% of hot water tanks (\$190)	1465.1	8	1,520.00	1,520.00	0.00	0.00	
95-2	Replace 10% of A/C condensers (\$350)	1465.1	8	2,800.00	2,800.00	0.00	0.00	
95-2	Replace 10% of furnaces/air handlers (\$500)	1465.1	8	4,000.00	4,000.00	0.00	0.00	
95-3	Replace 10% of hot water tanks (\$190)	1465.1	9	1,710.00	1,710.00	0.00	0.00	
95-3	Replace 10% of A/C condensers (\$350)	1465.1	9	3,150.00	3,150.00	0.00	0.00	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
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	
95-3	Replace 10% of furnaces/air handlers (\$500)	1465.1	9	4,500.00	4,500.00	0.00	0.00	
95-6	Replace 10% of hot water tanks (\$190)	1465.1	5	950.00	950.00	0.00	0.00	
95-6	Replace 10% of A/C condensers (\$350)	1465.1	5	1,750.00	1,750.00	0.00	0.00	
95-6	Replace 10% of furnaces/air handlers (\$500)	1465.1	5	2,500.00	2,500.00	0.00	0.00	
95-7	Replace 10% of hot water tanks (\$190)	1465.1	3	570.00	570.00	0.00	0.00	
95-7	Replace 10% of A/C condensers (\$350)	1465.1	3	1,050.00	1,050.00	0.00	0.00	
95-7	Replace 10% of furnaces/air handlers (\$500)	1465.1	3	1,500.00	1,500.00	0.00	0.00	
<b>Subtotal</b>		<b>1460</b>		<b>36,400.00</b>	<b>36,400.00</b>	<b>0.00</b>	<b>0.00</b>	
95-1	Replace 10% of refrigerators (\$475)	1465.1	10	4,750.00	4,750.00	0.00	0.00	
95-1	Replace 10% of ranges (\$375)	1465.1	10	3,750.00	3,750.00	0.00	0.00	
95-2	Replace 10% of refrigerators (\$475)	1465.1	8	3,800.00	3,800.00	0.00	0.00	
95-2	Replace 10% of ranges (\$375)	1465.1	8	3,000.00	3,000.00	0.00	0.00	
95-3	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00	4,275.00	0.00	0.00	

**Annual Statement/Performance 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 Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
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	
95-3	Replace 10% of ranges (\$375)	1465.1	9	3,375.00	3,375.00	0.00	0.00	
95-5	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00	4,275.00	0.00	0.00	
95-5	Replace 10% of ranges (\$375)	1465.1	9	3,375.00	3,375.00	0.00	0.00	
95-6	Replace 10% of refrigerators (\$475)	1465.1	5	2,375.00	2,375.00	0.00	0.00	
95-6	Replace 10% of ranges (\$375)	1465.1	5	1,875.00	1,875.00	0.00	0.00	
95-7	Replace 10% of refrigerators (\$475)	1465.1	3	1,425.00	1,425.00	0.00	0.00	
95-7	Replace 10% of ranges (\$375)	1465.1	3	1,125.00	1,125.00	0.00	0.00	
	<b>Subtotal</b>	<b>1465.1</b>		<b>37,400.00</b>	<b>37,400.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Guttering – Administration Office	1470		10,000.00	10,000.00	0.00	0.00	
	<b>Subtotal</b>	<b>1470</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Maintenance Vehicle	1475	1	20,000.00	16,706.40	0.00	0.00	
PHA Wide	Maintenance Equipment	1475		20,000.00	14,000.00	0.00	0.00	
PHA Wide	Office Equipment and Furniture	1475		20,000.00	14,000.00	0.00	0.00	
PHA Wide	Community Center – Equipment and Furniture	1475		20,000.00	14,000.00	0.00	0.00	
	<b>Subtotal</b>	<b>1475</b>		<b>80,000.00</b>	<b>58,706.40</b>	<b>0.00</b>	<b>0.00</b>	





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

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

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

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

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

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

7. Coverage of action (select one)

- Part of the development  
 Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

<input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</li> <li><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</li> <li><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</li> <li><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</li> <li><input type="checkbox"/> Other: (describe below)</li> </ul>

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

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

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?   4
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments?   2
- c. How many Assessments were conducted for the PHA’s covered developments?   4
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:   N/A

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

- Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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



the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

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

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

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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(Attachment B)

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) The Authority believes the loss of PHDEP funding will have a negative impact on developments in the future.

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

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

3. Which developments are most affected? (list below) Analysis not performed by development.

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

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

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

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

### **C. Coordination between PHA and the police**

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### PET POLICY

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

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

#### 1.0 Application for Pet Permit

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

- 1.1 A current license issued by the appropriate authority, if applicable; and
- 1.2 Evidence that the pet has been spayed or neutered, as applicable; and
- 1.3 Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable; and
- 1.4 A one-hundred dollar (\$100.00) additional Security Deposit. This is payable in four payment installments of \$25.00 each. First payment is due on the date the pet policy is signed.
- 1.5 The Resident shall also pay a non-refundable pet fee of one-hundred dollars (\$100.00) in order to have a pet in the dwelling unit. This is payable in four installments of \$25.00 each. The first payment is due on the date the pet policy is signed. (Elderly and disabled are exempt of this fee under HUD guidelines.)
- 1.6 A letter or reference for the pet from previous landlord, if applicable.
- 1.7 A picture of pet for identification purposes.

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

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

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

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

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

Additional information about Pet:

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- 2.3 Residents must show proof of annual rabies and distemper booster inoculations required by state or local law. Residents must abide by all City of Shawnee codes regarding the keeping of pets including but not limited to such requirements as leash laws, humane treatment of animals, and the like.
- 2.4 Vicious and/or intimidating pets will not be allowed. The Authority specifically reserves the right to determine if the pet is vicious or intimidating.
- 2.5 All dogs and cats must be spayed or neutered, as applicable; cats must be declawed on both front paws, with verification from a local veterinarian.
- 2.6 Dogs and cats shall remain inside the Resident's unit. No animal shall be permitted in laundromats, community rooms, yards of other residents or other common areas of any facility.
- 2.7 When taken outside the unit, dogs and cats must be kept on a leash (not more than six (6) feet in length), controlled under the Residents supervision at all times. The Authority shall have the right to report loose pets to the proper authorities for pick up and impoundment and shall have the right to pick up loose pets and turn them over to the proper authorities for impoundment. The Authority accepts not responsibility for loose pets under these circumstances.
- 2.8 The pet shall not be tied to any fixed objects anywhere on any Authority property including walkways, stairs, stairwells, parking lots, grassy areas, playground and basketball facilities, bike racks, seating areas or any other place within the Authority.
- 2.9 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other Residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, intimidation and other like activities. If complaints about such activities of a pet arise, the Authority will issue two warnings and the third incident within any twelve-month period shall mean eviction of the pet and/or the pet owner.
- 2.10 Residents must provide litter boxes for cat waste, which must be kept in the Dwelling Unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.

- 2.11 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building or dwelling unit.
  - 2.12 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times. The Authority may require more frequent housekeeping inspections for Residents with pets than for Residents without pets.
  - 2.13 If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the Dwelling Unit, remove the pet and transfer it to the proper authorities, subject to the provision of State law and pertinent local ordinances. Authority accepts no responsibility for the animal under such circumstances. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.
  - 2.14 Residents shall not alter their unit, patio or unit area outside in order to create an enclosure for any pet.
  - 2.15 Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units (on a regular basis).
  - 2.16 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority. In addition, no guest may bring a pet onto the premises other than guests with a disability that brings a guide, signal or service dog.
  - 2.17 Residents must identify two (2) alternate custodians for pets in the event of resident illness or other absence from the dwelling unit. The identification of alternate custodians must occur prior to Authority issuing a pet permit. The custodian must provide the Authority a signed statement indicating his/her willingness to accept responsibility for the pet.
- 3.0 The privilege of maintaining a pet in a facility owned and/or operated by the Authority shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to the Authority's Grievance Procedures, if the animal should become destructive, create a nuisance, represent a threat to the

safety and security of other Residents, or create a problem in the area of cleanliness and sanitation.

4.0 Should a breach of the rules set forth above occur, the Authority may also exercise any remedy granted it in accord with appropriate State and local law.

5.0 Additional Rules: The Authority shall from time to time have the right to make reasonable changes and additions to pet rules, herein, if in writing and distributed to all residents who are permitted to have pets. The Authority will not make any changes until all Residents have formally been notified and given the opportunity for comments.

6.0 Miscellaneous Rules:

A) Pet bedding shall not be washed in any common laundry facilities owned or operated by the Authority.

B) Residents must take appropriate actions to protect their pets from fleas and ticks.

C) All dogs and cats must wear a tag bearing the Resident's name and phone number and the date of the latest rabies inoculation.

D) Pets cannot be kept, bred or used for any commercial purpose.

E) Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in a sealed tear and leak proof container/liner.

F) A pet owner shall physically control or confine his/her pet during the times when Authority employees, agents or others enter the dwelling unit to conduct business, provide services, enforce lease terms, etc.

G) If a pet causes harm to any person, the pet's owner will be required to permanently remove the pet from the Authority property within 24 hours of written notice from the Authority. The pet owner may also be subject to eviction.

7.0 Liability for damages: Residents shall be liable for the entire amount of all damages caused by such pet. This applies to carpets, doors, walls, windows, screens, appliances and any other part of dwelling unit, including landscaping, if such items cannot be satisfactorily cleaned or repaired the Resident will be responsible for complete replacement. Payment for damages, repairs, cleaning,

replacements, etc. shall be due immediately upon demand. Residents shall be liable for the entire amount of any injury to the person or property of others, caused by such pet, and resident shall indemnify the Authority for all cost or litigation and attorneys fees resulting from same.

- 8.0 Move-Out: Upon move-out of the unit, the carpet (if any) shall be professionally shampooed, and defleaed for the protection of future residents. Residents shall also be liable for deodorization of dwelling unit, if such is necessary in the judgement of Authority. All pet owners of non-carpeted units shall be required to deflea the unit upon vacating. The resident must provide written verification to the Authority to ensure that carpets have been professionally cleaned and that unit has been professionally defleaed. Such verification shall include a statement and paid receipt from contractor.

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

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Authority Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name) C  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

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

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

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)
  
- b. Eligible candidates: (select one)  
 Any recipient of PHA assistance  
 Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

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

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

- Other: (list below)

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

The Community Development Department of the City of Shawnee supports the efforts of the Authority in providing low-income rental assistance both through the Public Housing and Housing Choice Voucher programs. Furthermore, we are in consultation with each other to further develop possible rental assistance as well as homeownership opportunities for low to moderate income families.

**D. Other Information Required by HUD**

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

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **Attachment A**

# **Deconcentration & Income Targeting Policy**

### **PUBLIC HOUSING:**

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

### **Income Targeting:**

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

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

1. 10% of public housing waiting list admissions during the PHA fiscal year;
2. 10% of waiting list admission to the PHA's Section 8 tenant-based assistance program during the PHA fiscal year; or

3. The number of qualifying low income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 % or more. (For this purpose, qualifying low income family means a low income family other than an extremely low income family.)

The HUD FY2001 Income Limits and Fair Market Rent Data show the Median Income for Pottawatomie County is \$46,000. Thirty (30) percent of the median income is \$13,800.

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

# of persons	1	2	3	4	5	6	7	8
Amount	9,650	11,050	12,400	13,800	14,900	16,000	17,100	18,200

The Authority has 440 units of Low-Rent housing available. Per the QHWRA of 1998, 40% of the leased units must be housed with families with incomes 30% or less of the median income, or 176 units. A breakdown of units on 08/14/02 showed that 372 or 85% of the families residing in our units have incomes at, or below \$13,800 or 30% of median income, which surpasses the QHWRA of 1998 requirements by 45%.

The percentage of families leased with incomes under \$13,800, or 30% of median income per development are described below.

<u>Development</u>	<u>Percentage</u>	<u>Average family income</u>
95-1 project	80 %	\$ 7,685.00
95-2 project	90 %	\$ 9,087.00
95-3 project	86 %	\$ 8,144.00
95-5 project	84 %	\$ 9,904.00
95-6 project	84 %	\$ 7,714.00
95-7 project	44 %	\$ 17,529.00

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

The Authority will continue to monitor to confirm that at least 40% of all leased units will be within 30% of median income.

In FY2001 there were 181 new admissions, of those new admissions 90% were at or below 30% of area median income.

In the event that the Authority identifies that the basic income targeting goal will not be met in any fiscal year, the skipping of a family on the waiting list to reach another family to implement this income targeting policy shall not be considered an adverse action. Selection will be made based on Time and Date and income that does not exceed 30 percent of the area median.

**Prohibition of concentration of low-income families:**

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

**Deconcentration:**

To meet the requirements of the Act, and subsequent HUD regulations, the Authority must develop and apply a policy that provides for deconcentration of poverty and income mixing in covered public housing developments and to affirmatively further fair housing in admissions.

The Authority has five developments with the following characteristics:

<u>Development</u>	<u>Type</u>	<u># of units</u>
95-1 project	General Occupancy	100
95-2 project	Mixed Population	80
95-3 project	General Occupancy	90
95-5 project	Elderly	95
95-6 project	General Occupancy	49
95-7 project	General Occupancy	26

Deconcentration of poverty and income mixing requirements apply to general occupancy, family public housing developments. Regulations state that developments not subject to deconcentration of poverty and income mixing include;

- 1) Public housing developments operated by a PHA with fewer than 100 public housing units.
- 2) Public housing developments operated by a PHA which house only elderly persons or persons with disabilities, or both;

The following is a table that identifies the covered developments and the number above of the regulation that excludes the development if it is excluded.

<u>Development</u> <u># of Exclusion</u>	<u>Type</u>	<u># of units</u>	<u>Covered (Y or N)</u>
95-1 project	General Occupancy	100	Y
95-2 project 2	Mixed Population	80	N
95-3 project	General Occupancy	90	Y
95-5 project	Elderly	95	N
95-6 project	General Occupancy	49	Y
95-7 project	General Occupancy	26	N

The Authority has determined that size, location and configuration promote income deconcentration in Project 95-7.

In meeting requirements for deconcentration and income mixing the Authority is required to compare the average income of all families residing in all the Authority's covered developments with the average income of all families residing in each covered development and determine and Established Income Range which is 85% to 115% of the Authority-wide average income for covered developments.

Average income for all covered developments: \$1,485,350 divided by  
199 persons  
\$7,464 avg. income

Average income by development: Project 95-1 \$495,474 divided by  
69 persons  
\$7,181 avg. income

Project 95-3 \$625,527 divided by

83 persons  
\$7,536 avg. income

Project 95-6    \$364,349 divided by  
47 persons  
\$7,752 avg. income

The Established Income Range is:  $\$7464 \times .85\% = \$6344$

$\$7464 \times 1.15\% = \$8584$

All information obtained verifies that the Authority is meeting the requirements for deconcentration therefore, the Authority does not need to adopt any special provisions to address deconcentration, in a specific manner for implementation.

### **SECTION 8 TENANT-BASED ASSISTANCE:**

#### **Income mix targeting:**

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

*The total Section 8 New Admissions for FY2002 was 190. 162 or 85% of new admissions were extremely low. Therefore, meeting the requirements for income mix targeting.*

Attachment B

# ***CONTINUED OCCUPANCY AND COMMUNITY SERVICE PROGRAM***

## ***GENERAL***

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

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

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

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

## ***EXEMPTIONS***

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

- A) Family members who are 62 or older.
- B) Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certify that because of this disability they are unable to comply with the community service requirement.

- C) Family members who are the primary caregiver for someone who is blind or disabled as set forth in Paragraph B above.
- D) Family members engaged in work activity as defined in Section 407 (d) of the Social Security Act (42 U.S.C 607(d)) below.
- E) Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F) Family members receiving assistance, benefits, or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

***WORK ACTIVITY***

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

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

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

### ***VERIFICATION OF EXEMPT STATUS***

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

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

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

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

### ***NOTIFICATION OF THE REQUIREMENT***

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

- a. 18 years of age or older,
- b. 16 years of age and married (not common-law), or

- c. A person that has been relieved of the disability of non-age by the juvenile court.

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

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

### ***VOLUNTEER OPPORTUNITIES***

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

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

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

### ***THE PROCESS***

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

- A) Provide a list of volunteer opportunities to the family member.

- B) Provide information about obtaining suitable volunteer positions.
- C) Provide a volunteer time sheet to the family member. Instructions for the time sheet will require the individual to complete the form and have a supervisor date and sign for each period of work performed.
- D) Assign family members to a coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The coordinator or designee will track the family member's progress monthly and will meet with the family member as needed to encourage compliance.
- E) Thirty (30) days prior to the family's next lease anniversary date, the coordinator will advise the Authority whether each applicable adult family member is in compliance with the community service requirement.

***NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

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

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

***OPPORTUNITY FOR CURE***

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

Resident earnings go toward the current commitment until the current year's commitment is made. The Authority will offer the Resident or any other adult members the opportunity to enter into an agreement to cure the noncompliance. This agreement will include:

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

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

If any applicable family member does not accept the terms of the agreement, does not fulfill the obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service the Authority shall take action to terminate the lease.

#### ***PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES***

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

#### ***GRIEVANCE***

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

#### ***PHA IMPLEMENTATION SCHEDULE OF COMMUNITY SERVICE REQUIREMENT***

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

- 1) The community service requirement became effective for this Authority January 1, 2001. Therefore, the scheduled changes in our lease and admission and occupancy policies are also changed to encompass this requirement on January 1, 2001.
- 2) Development of written description of the service requirement: Policies and procedures have been completed and attached to this plan.
- 3) Written notification to residents regarding requirement exempt status of each adult family member: All existing residents will be notified of their exempt or non-exempt status and of the community service requirement.
- 4) In addition, all new leases after the effective date of this requirement, will incorporate this requirement and notification.
- 5) Cooperative agreement with TANF agencies: A cooperation agreement with the local TANF agency to share information and /or target supportive services was formulated and signed on August 10, 2000.
- 6) Requirements/activities resident may participate in: The Authority has obtained and approved permissible activities and is listed as supporting documentation to the community service plan.
- 7) Partner agencies offering opportunities: The Authority has obtained a variety of listings from the court system of agencies who participate in an existing community service program. In addition, with participation from our Resident Advisory Boards, we will be identifying additional eligible activities.
- 8) Process to cure non-compliance: The process of cure for non-compliance is outlined in the written policy per attached addendum.

## Attachment C

### **Membership of the Resident Advisory Board/s**

The Housing Authority Board of Commissioners voted on January 8, 2002 to no longer recognize the WISH team as the sole representative of public housing residents. This decision was made at the recommendation of the Authority's consultant after at least two attempts by him to get the WISH team to comply with HUD regulations. The Board also voted to establish a resident organization at each development and those organizations provide representation for the resident advisory board. A timetable was to be established that included holding elections with the Housing Authority working with each development in the interim to establish an interim organization until such elections. For the purposes of the revised Comprehensive Agency Plan, the Authority appointed all Section 8 and Public Housing residents and participants as members of the RAB. They were notified and meetings were held with them.

On May 9, 2002, a four page newsletter outlining the set-up of a Resident Advisory Board was distributed to all residents of Public Housing. During that same month, meetings were offered to residents of all Project areas of Public Housing to afford them the opportunity to organize into site-based Resident Councils. The status of individual Resident Councils as of October 1, 2002 is as follows:

**Project 95-1** (duplexes west of Kickapoo) has five duly elected officers organized as a resident council called H.O.P.E. (Helping Our Program to Excel). The officers are working on the by-laws, financial agreement and Memorandum of Understanding at this time. Two resident council members were appointed by the council to serve on the Resident Advisory Board.

**Project 95-1 (Milstead)** has four duly elected officers organized as a resident council. The officers are working on the by-laws, financial agreement and Memorandum of Understanding at this time. One resident council member was appointed by the council to serve on the Resident Advisory Board.

**Project 95-2 (Hi-Rise)** held one official election in July, 2002. However, due to a procedural error, the election was declared invalid. Five officers were duly elected at the September 4<sup>th</sup> meeting. The council has a committee with two resident representatives from each floor that is working on the by-laws, financial agreement and Memorandum of Understanding. Two resident council members were appointed by the council to serve on the Resident Advisory Board.

**Project 95-3** held one meeting on May 23, 2002 (with one resident from the site attending) and a second meeting on June 19, 2002 (with three residents from the site attending). A core group already exists, although they are not organized per the federal regulations. The Special Program Manager afforded the opportunity for this group to take the lead regarding setting a time, date and location for subsequent meetings. Prior to the RAB meeting this had not happened. As a result, the Housing Authority appointed two residents from Project 95-3 to serve on the Resident Advisory Board. On September 27, 2002, this group met and opted to proceed with Resident Council set up by holding nominations for officers on October 28, 2002.

**Project 95-5 (Tower)** has five duly elected officers organized as a resident council called T.A.G. (Tower Action Group). The group adopted by-laws and is working on the financial agreement and Memorandum of Understanding at this time. Two resident council members were appointed by the council to serve on the Resident Advisory Board.

**Project 95-6 (Neighborhood Apartment)** has held three resident council meetings, the last on July 23, 2002. Each meeting has had very low attendance. At the last meeting, the group opted to work on outreach and have another meeting on September 26, 2002. The group voted that they do not want to hold elections and work on official set-up until there is more interest in the resident council. As a result, the Housing Authority appointed one resident from Project 95-6 to serve on the Resident Advisory

Board. The group then met on September 26, 2002 and voted to proceed with Resident Council set up by holding nominations for officers on October 28, 2002.

**Project 95-7** has held three resident council meetings, the last on July 25, 2002. Only two residents from this development site have expressed any interest in being involved with the council. The focus is on increasing interest for the resident council. The Housing Authority appointed one resident from Project 95-7 to serve on the Resident Advisory Board.

The **first meeting of the Resident Advisory Board** was held on September 18, 2002. The RAB consists of a total of 11 residents representing each development site within the Housing Authority. The number of representatives each council or site contributed to the RAB was determined by the number of public housing units in each development site. Sites with less than 50 units are allowed one representative on the RAB while sites with over 50 units and fewer than 100 units are allowed two representatives.

RAB representatives are appointed by resident councils that have duly elected officers and are set up according to 24 CFR 964. In development sites where no resident council of this nature exists, the Housing Authority appoints the representatives with preference given to any resident that has expressed interest in being involved the resident organization process.

## **Resident Advisory Board Meeting** **September 18, 2002 3:00 p.m.**

Meeting called to order at 3:04 p.m. by Special Programs Manager, Lynn Greenland. Ms. Greenland passed out an information sheet that answered some questions about the RAB and its role in the PHA. RAB member Mr. Lupton asked, "**So exactly what is my job?**" Ms. Greenland answered by referring back to information sheet.

Melissa Terrell, Director of Housing Operations, was then introduced and began by giving a brief overview of the PHA plan. She covered pg. 1 of the 5 year plan, explaining the HA mission statement, goals, PHAS and SEMAP scores; pg. 1 of annual plan, explaining the executive summary, initiatives, etc. During the discussion of flat rent, Mr. Russell stated that, "**The newsletter is not giving sufficient notification of events. We don't get our newsletter until after events have occurred.**" Julia Lee addressed this issue by providing residents an opportunity to explain what events they have missed as a result of this and timing of mailed out newsletters. Ms. Terrell returned to explanation of flat rents and stated a copy of the "choice of rent policy" is available from the main office to any interested person. Residents were reminded that the HA makes public notice of many meetings in the legal notices section of the Shawnee News-Star. Ms. Terrell then explained that the table of contents is not completed yet because exact page numbering cannot be determined until after the HA has allowed for public comment.

Discussion turned to pg. 111, the PHDEP funding. Ms. Terrell explained the loss of the funding source, the impact of the loss and the fact that the ASP will continue only through January 31. The police coverage will continue, but has been changed to another funding source. The contract with the City for police service was explained. It was emphasized by Mr. Ken Doyle that the money allotted for police service is not just for salary, but also for training/equipment. The following questions were raised by RAB members. **How many actual hours of coverage are provided to the HA by the City of Shawnee?** One full-time officer is provided. **Is there any way the HA could get another officer? Is there a possibility that the HA could employ a nighttime security guard for the Neighborhood Apartments?** Melissa Terrell explained that it was difficult just to budget for the one officer with the loss of PHDEP. She explained that a security person is already employed and that he works day time hours now to provide full day coverage in conjunction with the law enforcement officer and to help with juvenile problems until the officer can be on shift. Julia Lee added that any problems that the residents see with the provision of basic police services should be reported to the HA so that it can be addressed. Ramona Harris "**noticed the job for night monitor at the tower and wondered if we could get an officer to live in the tower or in other development sites for better police coverage?**" Ms. Terrell stated that it wouldn't work well for an officer to be the night monitor because officers are on call and that person would need to be in the building. However, she is working with an officer who is looking into living in PH and he would have a take home car parked out front. Mr. Russell then stated, "**I have here a copy of the Oklahoma Sex Offenders Registry and two of the Housing Authority's addresses are listed on it. Why? Who is not doing their job?**" Ms. Terrell then addressed the screening and admission policy of the HA and explained that not all documents that are checked are interfaced with the sex offender registry. Mr. Russell stated "**that for the money the HA pays to the police department, this information should be checked. I expect the police officer or Bob Neal to review the sex offender list to catch issues like this.**" Ms. Terrell stated it would be looked into ASAP. Mr. Russell then addressed the stray cat problem. "**The police department no longer has the service to take care of stray cats and residents in PH have a lot of trouble with them. The cages have to be rented for \$50 or bought for \$35 and residents don't have that kind of money. Can the HA provide the cages or set them?**" Ms. Terrell addressed this issue and encouraged Mr. Russell to attend a city council meeting to help change the way the city deals with the problem. Mr. Russell stated that he "**would like the city of Shawnee Housing Authority to do more to address the issue of stray animals and do their part to force the police department to handle the issue.**"

Ms. Terrell moved to pg. 114 and explained that the pet policy had no revisions or changes. She then explained pg 124, deconcentration and income targeting. An RAB member asked, **“Why is the wage in project 95-7 much higher than in other projects of the HA?”** Ms. Terrell explained that these are all 3 bedroom units and many of the families living in them have two incomes which makes their total income higher. There was also a question to **“Please explain the chart at the top of page # 125 on how HUD sets guidelines on median income.”** Ms. Terrell did this. RAB member asked, **“Isn’t project 95-7 exempt from deconcentration?”** Ms. Terrell explained that the project is not exempt, but because the project is spread out over different areas of Shawnee, it already promotes deconcentration. An RAB member then asked, **“Is there a different criterion to live in project 95-7?”** Yes, the criteria are different and were explained.

Ms. Terrell moved to page 127 and explained that the community service requirement has been suspended for one year, but the HA decided to leave it in the plan in case it should be reinstated. RAB member asked, **“Please explain what the community service requirement is?”** Ms. Terrell did so. Mr. Russell, referencing page 134, stated that, **“for the record, the prohibition against placement of agency employees was added to the CSR only to appease the WISH team leadership because it is not required to be in there. I disagree with that type of strict interpretation. Residents should be allowed to pick up trash and so on.”** Both Melissa Terrell and Ken Doyle addressed this by saying that the prohibition is required and it just prevents the HA from having residents do their work.

Mr. Lupton asked, **“What should we expect from the contract mowers in the project 95-3 sites?”** Mr. Ken Doyle responded to this question. Mr. Russell then stated that, **“the lawns have looked great this year. Thank You.”**

Melissa then covered page 136 regarding the membership of the RAB which was updated on September 5<sup>th</sup> of this year. An RAB member asked, **“Are there any plans to hold an election for the resident commissioner to SHA board so that there is a clear and open communication with residents and resident councils?”** Melissa Terrell responded that right now the resident commissioner is appointed by the Mayor of Shawnee and that this suggestion will be brought up as appropriate.

An RAB member asked, **“How do we find out how to get more buses and transportation service for our residents?”** Ms. Terrell responded that this would be a good issue for the resident councils to explore. An RAB member suggested that, **“The inspectors for the Housing Authority should have to be followed up on to make sure that the situation really is as they report it to be.”** Mr. Ken Doyle addressed this topic.

Ms. Terrell concluded by explaining the significant deviation portion and how any action that deviates from the plan will be publicized and notification will be made of this. She then opened the floor for questions.

1. **“Are you going to get any funding to replace the after school program?”** Julia Lee addressed this question and explained that the RFP for 21<sup>st</sup> Century Grant with the School District has not been published yet, so we are in limbo. We had hoped that the funding from 21<sup>st</sup> century would be available right when money ran out of PHDEP, but it is looking more and more like this may not happen. PHDEP funding has been extended to January 31, 2003.
2. **“Is the computer class also funded out of the drug grant?”** Julia Lee also addressed this and explained that it is and will end at the same time that the ASP ends if we don’t find other funding.
3. **“What is the After School Program and where is it?”** Julia Lee again responded. The RAB member that posed the question stated she is interested in doing something with the literacy council at the hi-rise site. This idea was applauded by another RAB member who stated there is a desperate need for this. The group stated that perhaps volunteerism would be a way to ensure that residents have services when and if the funding does not come through.
4. **“Has Randy talked to any of you about setting up a day care?”** Yes, staff is looking into this possibility as well.

5. **“How can a resident know if a person attending a resident council meeting is really a resident of that development site?”** Lynn Greenland addressed this by stating that a housing authority representative will be in attendance at all RC meetings and will be able to verify this information based on checking a list of who lives in the project area.
6. **“Why hasn’t the outside hydrant at Milstead between 5/7 been fixed because it is still broken off?”** Mr. Ken Doyle addressed this by stating he would check the problem tomorrow.
7. **“Does the water faucet in the front of the hi-rise always leak?”** Mr. Doyle responded by saying, yes, it leaks when it isn’t turned off properly.
8. **“Will the Housing Authority ever be getting scattered sites that are 2 bedroom home?”** Julia Lee explained how the 95-7 homes were acquired and stated this situation would probably not come up again, but you never can know what options will be available in the future.

Next, Ms. Julia Lee covered the capital fund. Ms. Lee highlighted various portions, including page 18, 39, 41, 47, 49 and different line items including 1408 and 1410 and 1450. Questions were posed as follows:

1. **“If you get things for less money than you have allotted, do you lose it or does it roll over for another purpose?”** Ms. Lee explained how this works because capital fund is a grant, if it isn’t used, and then it is lost. It can be moved over to another purpose if procedure is followed.
2. **“When they put new lavatories in at the Tower, was it first grade material or seconds, because mine was nicked on the corner?”** Mr. Doyle addressed this. It was first grade stuff. However, if the screws were tightened down just a little bit too tight, after time, it could crack.
3. **“Are the toilet seat supposed to be the plastic ones at the tower because they are too low?”** Mr. Doyle answered this. He has requested wooden ones for the elderly sites and will make sure this is being done (Ms. Sanders is in #508).
4. **“Are you expecting the elevator motors to go out?”** Ms. Lee responded, no. But the housing authority has to plan for a contingency just in case, otherwise if it’s not budgeted for, then you can’t fix it.

With no more questions, the RAB members were thanked for their attendance. They were reminded that the action public hearing for the agency plan is September 30<sup>th</sup> at 6 p.m. at the Hi-Rise. There is a meeting just prior to that at 5 p.m. to review policy and procedure changes. Both meetings are open to the public and RAB members are encouraged to attend.

**Public Hearing**  
**September 30, 2002, 6:00 P.M.**  
**HiRise Community Room 101 West 10<sup>th</sup> Street,**  
**Shawnee**  
**Public Comments**

A presentation of the material contained in the Agency Plan was given by the Director of Housing, Melissa Terrell. Public Comments were invited.

Board Chairwoman, Rebecca K. Carter, asked about the change of not including a PHDEP Plan in the Agency Plan. Julia Lee, Grant Coordinator, informed her that she had spoken with Caren Cook and had received information that it was not necessary to include one due to the funding being terminated.

Rebecca K. Carter made the comment that because additional funds were not available to increase the budget for computer software in the Capital Fund Program that she hoped additional funds would be included in operating budget.

Blanche N. Wilson, Resident Commissioner, asked whether pets from visitors were allowable under the pet policy. Melissa Terrell stated that the policy clearly addressed that visiting pets were not allowable unless they were related to a disability.

Comment was made by a resident that stray animals were a problem and that they could not afford the deposit required by the City of Shawnee for the cages to capture them.

A resident in attendance commented that with regard to the resident council organization and activities that benefit them that the residents have to take an interest and develop the most critical concepts themselves or it no one will.

Board Chairwoman indicated she would like to know when the meetings are held for the development of the City of Shawnee's Consolidated Plan because she would like us to take a more proactive role in the development of the Plan.

Comment was made that Goal 1 states that the Fair Share Vouchers application was still pending and that perhaps that should be changed.

A resident made the comment that with regard to resident councils that there had been setbacks previously but that the residents and the Authority can learn from their mistakes. He continued that he was pleased with the police officer and that residents were much safer, stable and happier as a result of the changes made by his presence.

## Attachment D

### Narrative of Progress of Five-year Mission and Goals

The Housing Authority of the City of Shawnee has completed several goals. The goals that are being accomplished are listed below:

1. **Goal: Expand the supply of assisted housing.** On July 29, 2002 the Housing Authority of the City of Shawnee applied for vouchers available for reallocation under an invitation to apply posted on the HUD website. This application is pending. Also, on March 21, 2002 an application for a fair share allocation of vouchers was presented to HUD requesting 124 vouchers. This application was not approved. On July 3, 2001 the Shawnee Housing Authority received 78 Section 8 Vouchers under the FY 2001 Fair Share Allocation. On March 20, 2002 the Housing Authority Board of Commissioners selected a developer and has begun negotiations to enter into a contract to develop new units.
2. **Goal: Improve the quality of assisted housing.** The Shawnee Housing Authority continued to be a High Performer in PHAS with a score of 91.5% for FY2000 and a SEMAP Score of 100% for FY2001. The Capital Fund Program allocations were used to renovate and modernize Public Housing units by completing such items as roof replacements, appliance replacements, cabinet replacements, and carpet replacement as well as other items.
3. **Goal: Increase assisted housing choices.** A landlord outreach pamphlet was developed. The Housing Authority of the City of Shawnee was approved as a HUD Approved Housing Counseling Agency on May 3, 2002.
4. **Goal: Promote self-sufficiency and asset development of assisted households.** On September 10, 2001 the Housing Authority of the City of Shawnee's voluntary FSS program for Section 8 and Public Housing increased the program size by 40%. On September 28, 2001 the Housing Authority received funding for the Resident Opportunities and Self-Sufficiency Program. This program will increase the opportunity for independent living by the elderly and individuals with disabilities.
5. **Goal: Manage the Authority's existing public housing programs in an efficient effective manner and continue to qualify as a high performer under PHAS and SEMAP.** The Shawnee Housing Authority continued to be a High Performer in PHAS with a score of 91.5% for FY2000 and a SEMAP Score of 96% for FY2001.
6. **Goal: Provide a safe and secure environment in the Authority's public housing developments.** The Shawnee Housing Authority and the City of Shawnee Police Department continue to implement a contract for supplemental law enforcement services which assists the Authority in ensuring that appropriate and timely action is taken for resident and applicants that violate criminal law or the lease and related rules and regulations.
7. **Goal: Expand the range and quality of housing choices available to participants in the Authority's tenant based assistance program.** The Authority continues to maintain a utilization rate of at least 97%. The Housing Authority of the City of Shawnee was approved as a HUD Approved Housing Counseling Agency on May 3, 2002.
8. No follow-up plan was required regarding the last Resident Assessment of Service and Satisfaction (RASS)

## Attachment E

### 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:

##### GOALS

- Additions or deletions of Strategic Goals

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

##### PROGRAMS

- Adding new programs not included in the Housing Agency Plan
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

##### CAPITAL BUDGET

- Additions of non-emergency work items (items not included in the current Annual Statement or Five Year Action Plan) or change in use of replacement reserve funds

##### POLICIES

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

