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

PHA Plans

5-Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

Stillwater Housing Authority

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

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

PHA Plan
Agency Identification

PHA Name: Stillwater Housing Authority

PHA Number: OK146

PHA Fiscal Year Beginning: 10/2004

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)

HUD 50075
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5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

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

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

B. Goals

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

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies to achieve 96% occupancy:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☒ Seek additional funding as necessary to make housing opportunities available for additional families

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 92%
- ☒ Improve voucher management: (SEMAP score) 96%
- ☒ Increase customer satisfaction:

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

- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units: siding, screens, a/c, storm doors, security.
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices
Objectives:

- ☐ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards as applicable
- ☒ Implement voucher homeownership program:
- ☐ 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:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: Security cameras, door locks, and window screens.
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities) Roxie Weber Plaza
- ☐ 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:

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

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability: Continue linkage with community groups.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. Mobile meals, Lifeline, Meals on Wheels.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

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

Annual PHA Plan
PHA Fiscal Year 2004
[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 Stillwater Housing Authority has long believed in planning for the future of public housing and the residents that we serve. We believe that allowing the residents to be a part of the planning process allows them to address the needs that affect them on a daily basis. Therefore, we offer this annual plan in the following components.

Housing Needs:
This is a statement of housing needs of the low-income and very-low income families, elderly and handicapped in Stillwater. We administer 135 Public Housing units and an additional 656 units of Section 8 Vouchers. We also have 20 units vouchers administered from Wewoka housing authority. A waiting list is kept for both of these programs. This means that as we serve the low and very low-income persons of this community we need additional housing to help others in this community.

Financial Resources:
The SHA use of Operating Funds for FY 2002 is adequate. However PHDEP Funds have been removed and this leaves us short on programs for kids and the other eligible items (i.e. Security). Capital Funds have been reduced for FY 2002, and 2003, by $8,000. We believe that this will create additional backlog of Capital Fund projects.

Policies Governing Eligibility, Selection, and Admissions:
This section of the Plan is a statement of the authority's policies governing eligibility, selection and admission, assignment of units and occupancy policies. The procedures for maintaining waiting list are included in the A&O policy of both Section 8 and Public Housing.

Rent Determination:
This section of the plan is a statement of our discretionary policies governing rents charged for public housing units, including flat rents, and rental contributions of families assisted under Section 8 policies and procedures. Specifically we have minimum rents, flat rents, and rents based on income.
Residents are allowed to choose their rents based on the above. The SHA gives residents a choice.

Operations and Management:
This section of the plan includes copies of relevant rules, standards and policies governing maintenance and management of the housing owned, assisted or operated by the PHA.

Grievance Procedure:

This section of the plan includes a statement of the grievance procedures we make available to the residents.

Capital Improvements:
This section of the plan outlines SHA's capital improvements necessary to ensure long-term physical and social viability of the developments.
We have also included a copy of the capital improvement needs for this Grant application. Residents have opportunities to suggest items for capital improvements, and their suggestions are included in this plan.

Demolition and Disposition:
We do not intend to demolish any units in public housing. The SHA has had Mt. Zion Baptist Church express their desire to purchase property next to the church. The SHA has considered this possibility, and wishes to sell this property to the church. We also plan to sell the two units in OK146004 for homeownership opportunities for public housing residents.

Designation of Public Housing:
We have in our future plans for public housing to develop a plan that will include designation of Roxie Weber Plaza as an elderly only property, as necessary.

Conversion of Public Housing:
We do intend to convert public housing into homeownership. The future is to sell two properties for homeownership in the OK146004 project.

Homeownership:
This section outlines our role in developing and promoting homeownership opportunities for residents in Public Housing and Section8.

Community Service and Self-Sufficiency:
Included in this plan are copies of the Management policies that promote Self-Sufficiency under the Section 8 program, and the Public Housing program.

Safety and Crime Prevention:
In this part of the plan we outline our strategy for safety and crime prevention to ensure the safety of the residents we serve. We have included additional security cameras, fencing, and new locks for additional security measures.

Ownership of Pets in Public Housing:
This section of the plan contains a statement of Policies and requirements for pets in public housing. We have a current pet policy included in the plan. Pet policies for Roxie Weber Plaza and Scattered Site housing are included in this plan.

Civil Rights Certification:
The Section of the Plan contains a two-fold certification that we will carry out our plan in compliance with all applicable civil rights requirements and that we will affirmatively further fair housing.

Most Recent Fiscal Year Audit:
This section of the plan includes the most recent FY Audit for the Stillwater Housing Authority.

Asset Management:
The public will be well informed of how the Stillwater Housing Authority manages its financial, physical, and other assets by reviewing the documents enclosed with this plan.

iii. Progress Report

PROGRESS REPORT

July 6, 2004

The Stillwater Housing Authority has promoted adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The SHA has promoted Public Housing and Section 8 Housing through OSU renters fair, Rotary Clubs, The Stillwater Apartment Association, Churches, and other civic clubs and schools in Stillwater. Economic opportunities are promoted through the Family Self-Sufficiency Program and individual counseling with clients. The SHA has maintained a living environment free from discrimination, by promoting fair housing with each client on the program and with applicants.

PHA GOALS:

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

- The SHA has expanded the supply of rental housing to clients by applying for Section 8 Vouchers, and has reduced its vacancy rate to 98% occupancy.
- The SHA has improved the quality of housing by continually monitoring and improving of the PHAS score. We have improved Voucher management by increasing our overall number of Vouchers on the program. Customer Satisfaction was increased as a result of the Satisfaction score in PHAS. The SHA has also planned and modernized more public housing through the timely use of Capital funds.
- The SHA has increased its outreach efforts through the OSU renters fair and through direct contact with landlords. The SHA is currently in the process of completing the homeownership program to be added to our Section 8 Voucher program, and public housing program. We expect this program to be on line as soon as possible.
- The SHA has implemented the percentage of lower income families and higher income families into both its Section 8 and Public Housing programs. The SHA has also implemented a Deconcentration Policy and has all scattered site housing, which will promote income mixing.

Goal: Improve Community quality of life and economic vitality.

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- The SHA has installed security cameras in the elderly high rise and also installed new locks, security window screens, and security screen doors, new fencing, and lighting.

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

- The SHA is in the process of developing a plan of designation of elderly for Roxie Weber Plaza; a consulting firm of Goodwin and Associates has been contacted for the possible development of this plan.

Goal: Ensure Equal Opportunity in Housing for all Americans

- The SHA does promote self-sufficiency through the Family Self-Sufficiency program operated by Toni Broyles & Nikki Ives. Clients are referred to Workplace Oklahoma, and the Oklahoma Employment Security Commission. Supportive service listing is made available to all clients for mobile meals, transportation, social security, employment, DHS, emergency assistance and any other assistance needed by the client.
- The SHA has maintained a relationship with the Fair Housing Board for the City of Stillwater. We have supplied fair housing complaint forms in all of our applications for Section 8 and we work with all applicants to complete forms should they need assistance. The SHA has supplied housing applications and fair housing fliers to minority churches and the Legal Aid Division of Payne County. We have also used the rental fair at Oklahoma State University to affirm fair housing for minorities and the disabled regardless of unit size.

In summary, we believe we are making reasonable progress towards our goals given the resources we have available to us.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	Page #
Annual Plan	
i. Annual Plan Type	1
ii. Executive Summary	1
iii. Progress Report	3
iv. Table of Contents	4
1. Housing Needs	9
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	27
5. Operations and Management Policies	32
6. Grievance Procedures	34
7. Capital Improvement Needs	35
8. Demolition and Disposition	37
9. Designation of Housing	38
10. Conversions of Public Housing	39
11. Homeownership	41
12. Community Service Programs	43
13. Crime and Safety	46
14. Pets (Inactive for January 1 PHAs)	48
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	52
17. Asset Management	53
18. Other Information	54
19. Definitions	56
20. The Capital Fund Program Annual Statement/5 Year Plan	65

Attachments

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

Required Attachments:

☐ Admissions Policy for Deconcentration
☒ FY 2004 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 2004 Capital Fund Program 5-Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☐ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Administrative Plan	
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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ 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
	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☒ 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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Self-evaluation, Needs Assessment and Transition Plan	Annual plan- Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA)	
X	Section 3 Documentation required by 24CFR Part 135, Subpart E for Public Housing.	Annual Plan-Community Service and self Sufficiency

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi bility	Size	Locatio n
Income <= 30% of AMI	N/A	5	5	5	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	5	5	5	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	5	5	5	N/A	N/A	N/A
Elderly	N/A	5	5	5	N/A	N/A	N/A
Families with Disabilities	N/A	5	5	5	N/A	N/A	N/A
Race/Ethnicity	N/A	5	5	5	N/A	N/A	N/A
Race/Ethnicity	N/A	5	5	5	N/A	N/A	N/A
Race/Ethnicity	N/A	5	5	5	N/A	N/A	N/A
Race/Ethnicity	N/A	5	5	5	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: April 1, 2002 – March 31, 2003

☐ 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ 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/sub jurisdiction:			
As of 07/07/2003	# of families	% of total families	Annual Turnover
Waiting list total	235	100%	
Extremely low income <=30% AMI	234	99%	
Very low income (>30% but <=50% AMI)	1	1%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	116	54%	
Elderly families	20	8%	
Families with Disabilities	20	8%	
White	152	71%	
Black	33	16%	
Native American	25	12%	
Asian/Pacific	3	1%	
Hispanic	10	5%	
Multi-Racial	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	118	50%	
2 BR	61	26%	
3 BR	40	17%	
4 BR	16	7%	

Housing Needs of Families on the Waiting List			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the 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:

As of 07/07/2004	# of families	% of total families	Annual Turnover
Waiting list total	426	100%	
Extremely low income <=30% AMI	425	99%	
Very low income (>30% but <=50% AMI)	1	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	220	52%	
Elderly families	21	5%	
Families with Disabilities	80	19%	
White	313	73%	
Black	69	16%	
Native American	39	9%	
Asian/Pacific	2	0%	
Hispanic	17	4%	
Multiracial	1	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List			
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

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

(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 – tax credit housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

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

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

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2004 grants)**		
a) Public Housing Operating Fund	$251,844.00	
b) Public Housing Capital Fund	$249,981.00	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	$3,536,732.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY2001 CFP	$ 374.17	
FY2002 CFP	$171,117.82	
FY2003 CFP # 1&# 2	$249,981.00	
3. Public Housing Dwelling Rental Income		
	$215,950.00	
4. Other income (list below)	0	
4. Non-federal sources (list below)	0	
Total resources	$4,675,979.99	

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

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ When verification process is complete

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
☒ Previous residency in Public Housing, and landlord reports

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?

Not Applicable

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) Emergencies

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

Date and Time

Former Federal preferences:
☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

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)
☒ Tenant history, damages to unit, and Repayment Agreements

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 that are located in the Public Records
☒ Tenant history, evictions, or damage to property.

(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:
Proof that tenant has been actively looking for suitable rental property, or as a reasonable accommodation for a person with disabilities.

(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) Emergency (fire, or other disaster as determined by Ed)
☒ Disabled family member

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) Emergency (fire, or other disaster as determined by Ed)
☒ Disabled family member

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

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

☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

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

☐ Market comparability study
☒ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☒ Any time a family experiences an income increase above a threshold amount of $50 per month or $600 per year

☒ Change in family composition

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 below100% 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: The PHA Management Structure is the Board of Commissioners, followed by the Executive Director who has an Administrative Assistant, Bookkeeper, Capital Funds Coordinator, Public Housing Coordinator with a Public Housing FSS Coordinator, Elderly-Disabled Service Coordinator, and two Maintenance People, Director of Operations, Section 8 Director, a Section 8 Coordinator, a Section 8 FSS Coordinator, and a Receptionist Clerk.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	135	33
Section 8 Vouchers	656	194
Section 8 Certificates	0	0
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	Project Based Vouchers 15	15
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Section 8 FSS	62	
Public Housing FSS	18	
Public Housing Elderly-Disabled Service Program	0	

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)

- Administration and Occupancy Policy
- Pest Infestation Policy
- Procurement Policy
- Disposition Policy
- Dwelling Lease
- Affirmative Action Policy
- Capitalization Policy
- Grievance Procedures
- Rent Determination Policies
-

(2) Section 8 Management: (list below)

- Section 8 Admissions and Occupancy Policy
- Section 8 FSS Administration Plan

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)Stillwater Housing Authority, Capital Fund Program FY2004

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) (see Section 20)

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Roxie Weber Plaza 1b. Development (project) number: OK56P146001
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☒
4. Date this designation approved, submitted, or planned for submission: (09/30/2002)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ 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.

Certification of Voluntary Conversion
Of Public Housing Developments

The Stillwater Housing Authority certifies that it has reviewed each public housing developments operation and considered the implication of converting the public housing to tenant based assistance.

The Stillwater Housing Authority has concluded that it is inappropriate because removal of the developments would not meet the necessary conditions of voluntary conversion.

1. Would be more expensive than continuing to operate the development as public housing,
2. Would adversely affect the availability of affordable housing in the community.

Certified by : _____ Date: June 3, 2002
L. Glen Redding, Jr.
Executive Director

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",

Not Applicable

skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: All 1b. Development (project) number: 01, 02, 03, 04
2. What is the status of the required assessment? ☐ Assessment underway ☒ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next

question)

☐ Other (explain below)

3. ☐ Yes ☒ 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)

☐ Conversion Plan in development
☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
☐ 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)

☐ Units addressed in a pending or approved demolition application (date submitted or approved:
☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
☒ Requirements no longer applicable: vacancy rates are less than 10 percent
☒ Requirements no longer applicable: site now has less than 300 units
☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/13/00

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the

following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Section 8 FSS	62	Section 8 Clients	PHA Main Office	Section 8
Public Housing FSS	18	Public Housing	PHA Main Office	Public Housing
Elderly/Disabled Service Program	0	Public Housing	PHA Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 07/01/02)
Public Housing	25	6
Section 8	52	64

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

If no, list steps the PHA will take below: New program in Public Housing as of February 2002.

1. The program is currently being promoted to PH residents.

C. Welfare Benefit Reductions

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

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

☐ Informing residents of new policy on admission and reexamination

☐ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children
☐ Observed lower-level crime, vandalism and/or graffiti
☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2003 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. Pet Policy

[24 CFR Part 903.7 9 (n)]

Housing Authority Dwelling Lease Addendum
"Pet Ownership"

This addendum is being executed in accordance of Section (16) (m) of the Dwelling Lease to govern Pet Ownership in Public Housing. As applicable, Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Public Law 105-276), 112 Stat 2451, 2568 (the Public Housing Reform Act of 1998) added new section 31 (captioned "Pet Ownership in Public Housing") to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for Residents of public housing other than federally assisted rental housing for the elderly or persons with disabilities, Section 227 of the Housing-Rural Recovery Act of 1983 (12 U. S. C. 1701r-1). The 1983 Act covers pet ownership requirements for the elderly or persons with disabilities. This rule does not alter or affect these regulations in any way, nor would the regulation in Section 227 of the 1983 Act apply in any way to Section 31 of the 1937 Act. Section 31 of the 1937 Act is being implemented by adding a new subpart G to 24 CFR Part 960.
The following policies must be complied with for pet ownership in the HA:

Section I. Pet Policy

A. Pet ownership: A Resident may own one or more common household pets or have one or more common household pets present in the dwelling unit of such Resident, subject to the following conditions:

- Each Head of Household may own up to two pets and a separate service fee and deposit are required for each pet. If one of the pets is a dog or cat, the second pet must be a hamster, gerbil, turtle or other pet normally contained in a small cage or an aquarium for fish. A bird, or other animals other than fish, shall be counted as one pet.

- If the pet is a dog or cat, it must be neutered/spayed, and cats must be declawed. Evidence of neutering/spaying must be provided by a statement/bill from veterinarian and or staff of the humane society. The Resident must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Resident shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
  A cat cannot exceed 10 pounds in weight (fully grown).

- If the pet is a bird, it must be housed in a birdcage and cannot be let out of the cage at any time.

- An aquarium for fish must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Resident is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a clean, safe and non-hazardous manner.

- A dog shall not weigh more than 20 pounds (fully grown).

- If the pet is a cat or dog or any other four-legged animal, it must have received rabies and distemper inoculations or boosters as applicable and evidence of inoculations must be provided by a statement/bill from veterinarian or staff of the humane society.

- All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Resident's lawns.

- All authorized pet(s) must be under the control of an adult. An unleashed pet or one tied to a fixed object is not under the control of an adult. Pets which are unleashed, or leashed and unattended on HA property will be impounded and taken to the local Humane Society. It shall be the responsibility of the Resident to reclaim the pet and any expense from any facility will be the responsibility of the Resident. Also, if a member of the PHA staff has to take a pet to the Humane Society the Resident will be charged $50.00 to cover the expense of taking the pet(s) to the Humane Society.

- Pet(s) may not be left unattended for more than twenty-four consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a twenty-four (24) consecutive hour period, HA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Resident.

- Pet(s), as applicable, must be weighed and the weight documented by a veterinarian and or staff of the humane society. Documentation of such must be brought to the HA.

B. Responsible Pet Ownership. Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be promptly and properly disposed of to avoid any unpleasant and unsanitary odor from being in the unit.

C. Prohibited Animals. Animals that are considered vicious and/or intimidating will not be allowed. Some examples of these animals that have a reputation of a vicious nature are, but not limited to: Rottweiler, Doberman Pinscher, Pit Bulldog, reptiles and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum. Potbelly Pigs, Ferrets, and snakes are also prohibited.

D. Pet(s) shall not 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, chirping, biting, scratching and other like activities. The Housing Manager will terminate the pet authorization, if a pet disturbs other Residents under this section of the lease addendum. The Resident will be given one week to make other arrangements for the care of the pet.

E. If the animal should become destructive, become a nuisance, represent a threat to the safety and security of other Residents, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the Resident, in writing, that the animal must be removed from the Public Housing Development. The written notice will contain the date by which the pet must be removed and the Head of Household must comply with this date. This date will be immediate if the pet is determined to be a danger or threat to the safety and security of other Residents. The Resident may request a hearing which will be handled according to the HA's established grievance procedure. Provided; however, the pet must be immediately removed from the unit upon notice before the hearing process if the cause is of safety and security issue.

F. The Resident is solely responsible for cleaning up the waste of the pet within the dwelling and on the grounds of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag securely tied and placed in the garbage. If the HA staff is required to clean any waste left by a pet, the Resident will be charged $25.00 for the removal of the waste.

G. The Resident shall have pets restrained so that maintenance can be performed in the dwelling unit. The Resident shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all pets restrained or caged. If a maintenance person enters a unit where a pet is not restrained, maintenance shall not be performed, and the Resident shall be charged a fee of $25.00. If this same situation occurs again, the pet shall be removed from the premises if they are not caged or properly restrained and will be impounded and taken to the local Humane Society. It shall be the responsibility of the Resident to reclaim the pet at the expense of the Resident. Also, if a member of the HA staff has to take a pet to the Humane Society, the Resident will be charged an additional $50.00 to cover the expense of taking the pet(s) to the Humane Society. The housing authority shall not be responsible if any pet escapes from the residence due to maintenance, inspections or other activities of the landlord.

Section II. SCHEDULES

Service Fee and Additional Security Deposit. (A service fee and deposit is required for each pet)

Type of Pet	Service Fee	Deposit
Dog	$50.00	$300.00
Cat	$50.00	$300.00
Caged Pets	$50.00	$100.00

Fish Aquarium	$ 0.00	$50.00
Fish Bowl *(Requires no power and is no larger than two gallons)*	$ 0.00	$ 25.00

The entire service fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy. It shall be a serious violation of the lease for any Resident to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Section 16 of the lease.

If the deposit is more than $100.00, the head of household may elect to pay $100.00 at the time of the signing of this addendum and make $50.00 per month payments until the total deposit is paid. The service fee shall not be reimbursed, and the deposit made shall be utilized to offset damages caused by the pet. Any balance, if any, from the deposit will be refunded to the Resident.

RESIDENT ACKNOWLEDGMENT

After reading and/or having this lease addendum read to me I, _____ agree to the following:
(Print Name)

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by my pet(s) and shall pay the landlord or applicable party for any damages or injury caused by my pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will not hold liable (indemnify) the landlord for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable service fee of $_____ to cover the cost of pest control incurred by the HA. I also understand that this service fee is due and payable prior to the execution of this lease addendum.

I agree to pay a refundable additional security deposit of $_____ to the HA. If the additional security deposit exceeds $100.00, the deposit may be paid with an initial payment of $100.00, and the additional amount due in increments of $50.00 per month for _____ consecutive months.

The $50.00 is due and payable with my rent and other charges. If I fail to make the total payment due, which shall include the additional security deposit payment, rent and other charges, I understand that my lease will be terminated in accordance with the provisions of the dwelling lease and collection policy. The Service Fee and Initial Additional Security Deposit payment must be paid prior to the execution of this lease addendum. The additional security deposit may be used by the Landlord at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of Resident's occupancy of the premises. Otherwise, the additional security deposit or any balance remaining after final inspection will be returned to the Resident after the premises are vacated and all keys have been returned.

I agree and understand that violating this lease addendum will result in the removal of my pet(s) from the property and/or a Notice to Vacate HA property and that I may not be allowed to own any type of pet in the future while being an occupant of the HA.

_____ _____
Resident / Head of Household / Signature Date

_____ _____
Housing Authority Representative / Signature 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?_0_
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
   If not, when are they due (state below)?
   Submitted plan with Audit

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.

Exempt

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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
☒ Selected by the Mayor of the City of Stillwater

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: State of Oklahoma

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

☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. Low-income housing, FSS, homeownership

☐ Other: (list below)

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

D. Other Information Required by HUD

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

19. Definition of "Substantial Deviation" and Significant Amendment or Modification" (903.7(r)) :

- Substantial Deviation-A change in a PHA's mission or a change in a goal or objective to meet that mission.
- Significant Amendment or Modification-

  - 5 Year Plan-A change in the PHA's mission or a change in a goal or objective to meet that mission.

  - Annual Plan-Significant changes to information provided by the PHA in its Annual Plan-

    a. Changes to rent or admissions policies or organization of the waiting list;

    - Additions of non-emergency work items (items not included in the current Annual Plan or 5 Year Plan) exceeding the acquisition threshold for small purchases per the PHA's Procurement Policy or a change in use of replacement reserve funds under the Capital Fund;

    c. Additions of new activities in excess of $10,000 not included in the current PHEDEP Plan; and

    d. any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Attachments

Following is a list of all the members of the Stillwater Housing Authority governing board, which includes the Resident Commissioner.

The Board of Commissioners

Barbara Franks
Mark Gregory
Steve Kistler, Chairperson
Max Driskel, Resident Commissioner
Kay Stewart, Vice Chairperson

Attachments

Following is the statement regarding the use of voucher units for project-based housing

Project-Based Voucher Program

- ☒ Yes ☐ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

- ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

  If yes, check which circumstances apply:
  ☐ Low utilization rate for vouchers due to lack of suitable rental units
  ☐ Access to neighborhoods outside of high poverty areas
  ☒ Other (describe below:)

- Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

There are 15 projected project-based voucher units. CFR Part 983.2 provided allowance for 15% of the total budgeted units, and therefore in the original resolution for designating project-based certificates, which was approved on April 14, 1999, 64 certificates were allocated for project-based. Of the 64 allocated certificates, it as determined that 23 would be available for use in project-based units, and for FY 2004, 15 voucher units are being utilized for project-based housing.

There are two locations of project-based voucher units in the jurisdiction of the Stillwater Housing Authority. One is located on the western edge of census tract 105, and one is located on the eastern edge of census tract 105

The Stillwater Housing Authority has no homelessness preference in either the Section 8 or Public Housing waiting list. The project-based units currently under assistance are under the administration of the Central Oklahoma Community Action Agency. COCCA works to provide low-

cost high-quality housing and supportive services to low income persons enabling them to gain increased independence and self reliance through the provision of a variety of programs and services as it seeks to promote economic self sufficiency and emotional security through the provision of stable living environments and the coordination of available housing assistance, which takes the form of a structured Affordable Housing Program/Supportive Services.

It has therefore been determined that the project-based units under the administration of COCCA provide a prompt response for the purpose of housing the homeless population. In addition, it has been determined that through the self sufficiency programs of COCCA, those that have moved up through the waiting list for either tenant-based vouchers or public housing programs have most often developed the resources to provide for the required security and utility deposits. The living programs of COCCA have also usually provided participants with the ability to properly care for a rental housing unit, so that the trajectory from homelessness to self-sufficent housing is enhanced.

Following are the minutes of the Resident Advisory Board meeting on February 10, 2004, and June 30, 2004. Included in these minutes are the records of comments made by the members of the Resident Advisory Board, and members of the general public who were present at these meetings

DECENT; SAFE; SANITARY LIVING ENVIRONMENT

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

AGENDA

Stillwater Housing Authority
Resident Advisory Board
February 10. 2004
4:00 P.M.
807 S. Lowry

Call Meeting to Order:

- Roll Call
- General Orders
  - SEMAP Scoring for Section 8
  - FSS Annual Report
  - Housing Counseling Annual Report
  - PHAS
  - Stillwater Housing Authority Annual Report
  - Capitol Funds Report
  - Public Housing Flat Rents
- Report from Committee Members
  - Comments
- Public Comments
- Adjourn

DECENT; SAFE; SANITARY LIVING ENVIRONMENT

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resident Advisory Board

Committee Meeting
February 10. 2004
Stillwater Housing Authority
4:00 P.M.

Members Present: Elnora Shinault, Dollie Harmon, Zelma Fisher, Suzanne Troutman, and Marthel Petties

Staff Present: Toni Broyles, Jim Wilkerson, Cheryl Ropers, Jeff Southwick, Myranda Gurley, Nikkie Ives and Mary Beth Horton.

Guests Present: None

Approval of Minutes: Approved

General Orders:

- Ton Broyles explained the new income limits for Payne County set by HUD and how this affects housing.
- Toni Broyles discussed the Family Self Sufficiency Grant, the Fair Share Housing Grant, and the Housing Counseling Grant that the housing authority is applying for.
- Toni Broyles handed out four annual reports the housing authority completes. There were the Family Self Sufficiency Annual Report, the Housing Counseling Annual Report, the SEMAP report, and the Stillwater Housing Authority Annual Report
- Myranda Gurley reported on the updates in the ACOP for Public Housing.
- Jim Wilkerson then discussed the Capitol Funds Grant that was received. He explained the 5-year plan, fungibility, and how funds get spent.

Comments from Committee Members:

- Dollie Harmon asked if it was because of inflation that the income limits were increased.
- Zelma Fisher wants further explanation on the income limits.
- Dollie Harmon asked about the number of people that were counseled and what for.

- Elnora Shinault asked for clarification on the pet policy.
- Zelma Fisher asked about the regulations on a Seeing Eye dog.
- Dollie Harmon asked about new carpets for Roxie Weber common areas. She wanted to know why it takes so long and what the bid process is.
- Zelma Fisher asked about new carpets in the apartments at Roxie Weber.
- Zelma Fisher reported that she had roaches in her apartment.
- Zelma Fisher inquired about the capital funds money and it was distributed between scattered sites and Roxie Weber.
- Zelma Fisher reported that the washer on the third floor of Roxie Weber was not working and asked for it to be repaired.

Public Comment:

- No Comment

Adjourn:

DECENT; SAFE; SANITARY LIVING ENVIRONMENT

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting
June 30, 2004
4:00 PM
807 S. Lowry

Call Meeting to Order:

- Roll Call:
- General Orders:
  - 5-Year Plan
- Report from Committee Members
  - Comments
- Public Comment
- Adjourn

DECENT, SAFE; SANITARY LIVING ENVIRONMENT

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resident Advisory Board

Committee Meeting June 30, 2004
Stillwater Housing Authority
4:00 P.M.

Members Present: Elnora Shinault, Dollie Harmon, & Marthel Petties

Staff Present: Toni Broyles, Jim Wilkinson, Cheryl Ropers, Jeff Southwick, Myranda Gurley, Nikkie Ives, L. Glen Redding, Jr.

Guests Present: none

Approval of Minutes: Approved

General Orders:

- Mr. Redding reported on Mt. Zion Baptist Church wanting to purchase the property located at 613 W. 9th. HUD approval is needed before the sell can take place. Also the housing authority must first offer the property to the tenants' association. If the tenants' association does not wish to purchase the property then it will be sold to Mt. Zion according to the regulations that HUD places on the sale.
- Mr. Redding also reported that in the future that the housing authority plans to sell the two properties in project 004 as home ownership to either public housing residents or section 8 residents.
- Mr. Wilkinson gave a report on capitol funds. See the attached packet for more specific information.
- Mr. Southwick reported that the Section 8 program is applying for a Mainstream Grant which if awarded will give the housing authority a maximum of 20 vouchers or a minimum of 10 vouchers to use in the community for disabled families.
- Mr. Southwick also reported that the Section 8 budget will be cut but at this time the housing authority is unsure of how much the cut will be.

- Ms. Ives gave an explanation of three additional grants that the housing authority has applied for and showed them the completed grant application. The grants applied for are the Section 8 Family Self-Sufficiency Program Coordinator, Housing Counseling, and the ROSS Elderly/Persons with Disabilities Coordinator.
- Ms. Ives also reported that the ROSS Family Self-Sufficiency Program Coordinator grant application is due on July 28, 2004 and the housing authority will be completing an application for that grant.
- Mr. Wilkinson reported that the capitol fund is a grant also.
- Ms. Ropers invited the members of the committee to attend the Public Hearing of the 5-year plan on July 7, 2004 at 3:00pm pm in the lobby of Roxie Weber Plaza.

Comments from Committee Members:

- Dollie Harmon reported that the installation of the carpet in the common areas of Roxie Weber Plaza was a nice enhancement to the property and greatly appreciated.

- Public Comment:
  - No Comment

Adjourn:

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program Grant No: OK56P14650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 03/31/2004 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36,000	36,374.17	36,000	36,000
3	1408 Management Improvements	12,323	0	0	0
4	1410 Administration	26,640	26,640	26,640	26,640
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,000	3,300	3,300	3,300
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	45,000	62,809	62,809	62,809
10	1460 Dwelling Structures	56,633	9,789.83	9,789.83	9,789.83
11	1465.1 Dwelling Equipment—Nonexpendable	0	6,494	6,494	0
12	1470 Nondwelling Structures	10,000	56,714	56,714	56,714
13	1475 Nondwelling Equipment	3,000	2,200.00	2,200	2,200
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	65,000	62,275	62,275	62,275
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	266,596	266,596	266,221.83	259,727.83
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Table Library

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650101 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
H.A. Wide	Operations	1406		36,000	36,374.17	36,000	36,000	ongoing
“	Management Improvements	1408	1	0	0	0	0	
“	Administration	1410	1	26,640	26,640	26,640	26,640	complete
“	Fees and Costs	1430	1	1,500	3,300	3,300	3,300	complete
“	Community center tables and chairs	1475	0	500	0	0	0	
“	Office and bathroom renovation	1470	1	6,000	6,784	6,784	6,784	complete
OK146001	Site Acquisition	1499	1	62,275	62,275	62,275	62,275	complete
“	Replace appliances-Community Kitchen	1475	0	2,000	0	0	0	
“	Replace Water Fountain	1475	1	650.05	650.05	650.05	650.05	complete
“	Build Parking Lot	1450	1	60,000	62,809	62,809	62,809	complete
“	Replace carpet-common area, fung.2002	1470	1	35,000	39,995	39,995	39,995	complete
OK146002	Replace Tile Floors	1460	1	5,000	1,800	1,800	1,800	complete
“	Replace Cabinets	1460	0	26,960	0	0	0	
“	Replace interior and exterior doors	1460	0	11,673	0	0	0	
OK146003	Install French Doors for Patio Doors	1460	2	10,000	1,985	1,985	1,985	complete
OK146004	Install French Doors for Patio Doors	1460	0	2,000	0	0		
OK146001	Unit carpet Roxie(fungible from 2002)	1460	3	946.27	3,345.33	3,345.33	3,345.33	complete
OK146001	Smoke detectors,alarms-replace hold open devices Fungible 2002	1470	20	9,935	9,935	9,935	9,935	complete
Ok146001	Replace 1st floor refrigerators-fung. 2003	1465	17	0	6,494	6,494	0	Ongoing
OK146001	Room alarm upgrade-fung. 2002	1460	2	0	484	484	484	Complete
OK146003	Termite treatment-fung. 2000	1460	5	0	2,175.50	2,175.50	2,175.50	Complete
HA wide	Office Furniture-bookcases,fung. 2005	1475	5	0	1,549.95	1,549.95	1,549.95	complete

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

PHA Name: Stillwater Housing Authority	**Grant Type and Number** Capital Fund Program No: OK56P14650101 Replacement Housing Factor No:	**Federal FY of Grant:** 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	
H.A. Wide	9/30/2003			9/30/2005			
OK146001	9/30/2003			9/30/2005			
OK146002	9/30/2003			9/30/2005			
OK146003	9/30/2003			9/30/2005			
OK146004	9/30/2003			9/30/2005			

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program Grant No: OK56P14650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 03/31/2004 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36,000	36,000	36,000	15,000
3	1408 Management Improvements	10,000	10,000	0	0
4	1410 Administration	26,040	26,040	26,040	10,850
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,000	30,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	15,500	15,500	0	0
10	1460 Dwelling Structures	151,393	127,393	27,135.18	23,559.18
11	1465.1 Dwelling Equipment—Nonexpendable	0	5,000		
12	1470 Nondwelling Structures	1,000	1,000	640	640
13	1475 Nondwelling Equipment	10,000	10,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	260,933	260,933	89,815.18	50,049.18
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		36,000		36,000	15,000	
“	Management Improvements	1408		10,000				
“	Administration	1410	1	26,040		26,040	10,850	
“	PHAS inspection corrections	1460	1	500				
“	Fees and Costs	1430	1	11,000	30,000			
“	Replace lobby furniture-office	1475	3	2,000				
“	Tables & chairs-community space	1475	25	1,000				
“	Appliances-community space	1475	2	1,000				
“	Mini-blinds in office & common area	1470	20	1,000				
OK 146001	Replace Carpet-Common Areas	1470	0	0	0			
“	Replace fire hoses	1475	9	1,000				
“	Replace ranges-1st floor	1465	16	0	4,000	3,576	0	
“	Replace unit mini-blinds	1465	76	5,000	1,000			
“	Lobby furniture-common areas	1475	3	5,000				
“	Replace apt. Carpets	1460	9	10,000	10,900	8,707.15	8707.15	
“	R&R countertops faucets cabinets	1460	4	10,000				
“	R&R Doors	1460	3	1,000				
“	R&R kitchen and bath vinyl tile	1460	6	2,000				
“	R&R smoke detectors and alarms	1460	25	1,000				
“	Landscaping and tree removal	1450	2	4,000				
“	R&R electrical-fixtures,GFI, vents	1460	25	1,000		640	640	
OK146001	Sidewalks, Driveways	1450	1	500				
“	Fencing	1450	1	500				
OK146002	R&R vinyl tile, carpets	1460	3	5,000				
“	R&R sheetrock, carpentry	1460	1	1,000				
“	R&R cabinets, countertops	1460	2	5,000		4,350.00	4,350.00	

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
“	R&R vent hoods-kitchen	1460	12	500				
“	R&R plumbing-sinks, faucets, tubs	1460	5	5,000				
	Replace interior and exterior doors	1460	5	1,000	1,000			
“	Foundation jacking	1460	4	4,000	4,000			
“	R&R bathroom vents	1460	5	500				
“	R&R electrical-fixtures, GFI	1460	10	1,000				
“	Fencing	1450	1	1,000				
“	Landscaping, Tree removal	1450	1	500				
“	Guttering	1460	1	500				
“	Siding	1460	1	500				
“	Smoke Detectors, Alarms	1460	10	500				
“	Driveways, Sidewalks	1450	1	1,000				
OK146003	R&R guttering	1460	1	1,000				
“	R&R plumbing-tubs, sinks, toilets	1460	10	5,000		745.75	745.75	ongoing
“	R&R smoke detectors	1460	25	1,000				
“	R&R cabinets, countertops	1460	5	45,000	24,000			
“	R&R carpet, vinyl tile	1460	4	6,893	6,993	6,900.28	6,900.28	ongoing
OK146003	R&R doors, hardware	1460	5	1,000				
“	R&R electrical-fixtures, GFI, vents	1460	10	1,000				
“	Fencing	1450	1	1,000				
“	R&R sheetrock, carpentry	1460	2	2,000				
“	R&R windows, glass	1460	1	500		432	432	ongoing
“	R&R driveways, walks, masonry	1450	3	6,000				
“	Landscaping, Tree removal	1450	1	1,000				
“	Siding	1460	1	2,000	1,000			
“	Foundation jacking	1460	3	10,000				
“	Replace sliding door w/French door	1460	2	4,000		1,974	1,974	ongoing

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
“	Replace shingles	1460	1	2,000				
“	Termite treatment-fung. 2004	1460	1	0	1,000	450.00	450.00	ongoing
OK146004	Foundation Jacking	1460	2	9,000	9,000			
“	Replace Shingles	1460	2	5,000				
	Replace sliding door w/French door	1460	1	1,000	1,000			

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

PHA Name: Stillwater Housing Authority				**Grant Type and Number** Capital Fund Program No: OK56P14650102 Replacement Housing Factor No:			**Federal FY of Grant:** 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	
H.A. Wide	6/24/2004			6/24/2006			
OK146001	6/24/2004			6/24/2006			
OK146002	6/24/2004			6/24/2006			
OK146003	6/24/2004			6/24/2006			
OK146004	6/24/2004			6/24/2006			

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

PHA Name: Stillwater Housing Authority	**Grant Type and Number** Capital Fund Program No: OK56P14650102 Replacement Housing Factor No:	**Federal FY of Grant:** 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	

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

PHA Name: Stillwater Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: OK56P14650203 Replacement Housing Factor Grant No:	**Federal FY of Grant:2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending:03/31/2004** ☐ **Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	4,150	4,150		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				

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

PHA Name: **Stillwater Housing Authority**	Grant Type and Number Capital Fund Program Grant No: OK56P14650203 Replacement Housing Factor Grant No:	Federal FY of Grant: **2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/2004** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	20,000	0		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	0	37,392		
13	1475 Nondwelling Equipment	17,392	0		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	41,542	41,542		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650203 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 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	
HA Wide	Upgrade smoke alarms to code	1460	76	20,000	0			
OK146001	Upgrade fire alarm panel and room alarms	1475	1	17,392	0			
HA wide	administration	1410		4,150	4,150			
HA wide	Construct office building	1470	1	0	37,392			

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program No: OK56P14650203 Replacement Housing Factor No:	Federal FY of Grant: 2003

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	
H.A. Wide	02/12/2006			2/12/2008			
OK146001	2/12/2006			2/12/2008			

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program Grant No: OK56P14650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 03/31/2004 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36,000	500		
3	1408 Management Improvements	5,000	0		
4	1410 Administration	20,820	20,820		
5	1411 Audit				

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program Grant No: OK56P14650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 03/31/2004 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000	500		
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	500		
10	1460 Dwelling Structures	82,419	8,600		
11	1465.1 Dwelling Equipment—Nonexpendable	10,000	500		
12	1470 Nondwelling Structures	3,000	158,244		
13	1475 Nondwelling Equipment	36,200	2,100		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	0	16,675		
21	Amount of Annual Grant: (sum of lines 2 – 20)	208,439	208,439		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650103 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 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	
HA Wide	Operations	1406		36,000	500			
“	Management Improvements	1408		5,000	0			
“	Administration	1410	1	20,820	20,820			
“	Contingency	1502		0	16,675			
“	Construct office building	1470	1	0	157,744			
“	Replace pickup truck	1475	1	17,000	0			
“	Fees and costs	1430		10,000	500			
“	Purchase shop maintenance tools	1475	1	3,000	100			
“	Replace community kitchen dishwasher	1475	1	700	500			
“	Shelves for records	1475	1	5,000	500			
“	Phone system	1475	1	10,000	500			
“	Phas inspection corrections	1460	1	1,000	100			
OK146001	Replace apartment carpets	1460	1	9,519	1,000			
“	Replace hot water heaters	1460	2	11,400	500			
“	Upgrade alarm system	1470	1	3,000	500			
“	Replace washing machine hoses	1475	1	500	500			
“	Replace stoves and refrigerators	1465.1	2	10,000	500			
“	Replace kitchen/bath faucets	1460	10	15,000	500			
OK146002	Site grading and landscaping	1450	1	5,000	500			
“	Replace hot water tanks	1460	2	5,000	500			
“	Door locks and door knobs	1460	5	7,500	500			
OK146002	Replace tile floors	1460	1	9,000	1,000			
“	Vinyl siding	1460	1	2,000	500			
OK146003	Foundation repair	1460	1	5,000	500			
“	Vinyl siding	1460	1	5,000	500			

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650103 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 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	
“	Replace vct, carpet	1460	1	5,000	1,000			
“	Driveway repair	1460	1	5,000	500			
OK146004	Replace vct, carpet	1460	1	1,000	1,000			
“	Vinyl siding	1460	1	1,000	500			

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

PHA Name: Stillwater Housing Authority	**Grant Type and Number** Capital Fund Program No: OK56P14650103 Replacement Housing Factor No:	**Federal FY of Grant:** 2003

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	
H.A. Wide	9/16/2005			9/16/2007			
OK146001	9/16/2005			9/16/2007			
OK146002	9/16/2005			9/16/2007			
OK146003	9/16/2005			9/16/2007			
OK146004	9/16/2005			9/16/2007			

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

PHA Name: **Stillwater Housing Authority**

Grant Type and Number
Capital Fund Program Grant No: OK56P14650104
Replacement Housing Factor Grant No:

Federal FY of Grant: **2004**

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,000			
3	1408 Management Improvements				
4	1410 Administration	24,139			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				

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

PHA Name: **Stillwater Housing Authority**	Grant Type and Number Capital Fund Program Grant No: OK56P14650104 Replacement Housing Factor Grant No:	Federal FY of Grant: **2004**

☒ **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
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	200,121			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	12,136			
21	Amount of Annual Grant: (sum of lines 2 – 20)	241,396			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Stillwater Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: OK56P14650104 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2004		
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	
HA wide	operations	1406		5,000				
HA wide	administration	1410	1	24,139				
HA wide	Construct office building	1470	1	200,121				
HA wide	Contingency	1502		12,136				

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

PHA Name: Stillwater Housing Authority	Grant Type and Number Capital Fund Program No: OK56P14650104 Replacement Housing Factor No:	Federal FY of Grant: 2004

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	
H.A. Wide	09/30/2006			09/30/2008			

Capital Fund Program Five-Year Action Plan 2004-2008

Part I: Summary

PHA Name : Stillwater Housing Authority				☒ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
H.A. Wide		138,960	216,933	152,981	249,981
OK146001-Roxie Weber		17,000	11,048	29,000	
OK146002		42,000	10,000	37,000	
OK146003		36,021	10,000	16,000	
OK146004		16,000	2,000	15,000	

Table Library

CFP Funds Listed for 5-year planning		249,981	249,981	249,981	249,981
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: 2005 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	**Major Work Categories**	Estimated Cost	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	***H.A. Wide***	***Operations***	36,000	***H.A. Wide***	***Operations***	36,000
Annual	"	***Administration***	24,960	"	***Administration***	24,960
Statement	"	Management Improvements	10,000	"	Management Improvement	5,000
	"	Fees and costs	12,000	"	Fees and Costs	28,920
	"	Phas inspection corrections	1,000			
	"	File cabinets	3,000	"	Build Shop Extension	40,000
	"	Office furniture	6,000	"	Replace Computer System	0
	"	Tommy lift	3,000	"	Replace Copy Machine	17,000
	"	Build garage facility	25,000	"	Replace Pickup Truck	16,393
	"	Remodel space for board/multipurpose room	10,000	"	HTVN Site Controller	2,500
	"	Signage	2,000	"	Shop Maintenance Tools	1,000
	"	Emergency generator update	1,000	"	R&R vinyl tile, carpets	1,000
	"	Purchase dump trailer	4,000	"	R&R Sheetrock, carpentry	1,000
	"	Purchase outside furniture	1,000	"	R&R cabinets, countertops	1,000
	OK146001	Boiler and chiller system repair	2,000	"	R&R vent Hoods	100
	"	Replace Apartment carpet	10,000	"	R&R Plumbing-sinks, faucets, tubs	1,000
	"	Replace/repair roofing	5,000	"	Foundation repair	1,000
	OK146002	Replace stoves and refrigerators	9,000	"	R&R bathroom vents	100
	"	Replace/repair roofing	1,000	"	R&R electrical-fixtures, GFI	500
	"	Shelter for Postal boxes	2,000	"	HVAC	1,300
	"	Replace tile floor	9,000	"	Fencing	1,000
	"	Drainage, blacktop repair	5,000	"	Landscaping, tree removal	1,000
	"	Parking –blacktop overlay	8,500	"	Guttering	1,000
	"	Termite treatment	1,000	"	Siding	1,000

	“	Replace cabinets	6,500	“	Smoke detectors, alarms,sprinklers	26,000
	OK146003	Replace roofs	12,500	“	Driveways, Sidewalks, masonry	1,000
	“	Replace stoves and refrigerators	6,000	“	R&R windows, glass	500
	OK146003	Replace cabinets	3,521	“	R&R shingles	1,000
	“	Termite treatment	1,000	“	R&R doors, garage doors	500
	“	Replace sliding door w/ atrium door	9,000	“	Office furniture	1,000
	“	Replace fences	1,000	“	Update automatic door system	1,000
	“	Landscaping	1,000	“	Security cameras, software	1,000
	“	Replace hot water tanks	1,000	OK146001	Coin-op washers and dryers	2,000
	“	Replace smoke detectors	1,000	“	Stoves and refrigerators	8,048
	OK146004	Termite treatment	1,500	“	Update elevators	1,000
	“	Replace roofs	5,000	OK146002	Stoves and refrigerators	10,000
	“	Replace cabinets	6,500	OK146003	Stoves and refrigerators	10,000
	“	Replace sliding door w/atrium door	2,000	Ok146004	Stoves and refrigerators	2,000
	“	Replace hot water tanks	800			
	“	Replace Smoke detectors	200			
Total CFP Estimated Cost			$ 249,981			249,981

Table Library

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 4 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
H.A. Wide	***Operations***	124,021	*H. A. Wide*	***Operations***	21
“	***Administration***	24,960	“	***Administration***	24,960
“	***Lobby furniture office***	2,000	**“**	***Construct new office space***	25,000
“	Appliances community space	1,000	“	Paint interior/exterior	19,000
“	Mini blinds office &common area	1,000	“	Install movable file system	7,000
OK146001	Replace Unit mini blinds	5,000	“	Shelves for records	1,000
“	Lobby furniture common areas	5,000	“	Phone system	10,000
“	R&R countertops,faucets, cabinets	10,000	“	Replace elevator system	80,000
“	R&R doors	1,000	“	Replace alarm panel and system	80,000
“	R&R kitchen and bat vct	2,000	“	Replace hot water heaters	1,000
“	Landscaping and tree removal	3,000	“	Replace Door locks and knobs	1,000
“	R&R electrical-fixtures,GFI,vents	1,000	“	Office equipment/ computer upgrade	1,000
“	R&R sidewalks, driveways,parking lots	1,000			
“	fencing	1,000			
OK146002	R&R vinyl tile, carpets	1,000			
“	Unit rehab	10,000			
“	R&R sheetrock, carpentry	5,000			
“	R&R cabinets, countertops	10,000			
“	R&R plumbing-sinks, faucets tubs	5,000			
“	Foundation repair	5,000			
“	R&R Bathroom vents	1,000			
OK146003	R&R doors and hardware	1,000			
“	Foundation jacking	5,000			
“	Unit Rehab	10,000			
OK146004	Foundation jacking	5,000			
OK146004	Unit rehab	10,000			

Total CFP Estimated Cost	$ 249,981			$ 249,981	