

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2005

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

**PHA Plan  
Agency Identification**

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

**PHA Number:** OK95

**PHA Fiscal Year Beginning: (01/2005)**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers: The Authority will consider applying for any new vouchers that will meet the needs of our community.
  - Reduce public housing vacancies: To reduce public housing vacancies, the Authority will make concerted efforts to increase the marketability and appeal of Authority units. This will be accomplished by providing additional services and opportunities to residents and continuing to enhance the development surroundings by landscaping and other structural improvements.
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score) 91% FY 2003
  - Improve voucher management: (SEMAP score) 100% FY 2003
  - Increase customer satisfaction: The Authority will continue to conduct resident assessments and surveys of needs and make improvements as it concerns physical living environments as well as management techniques. A move out survey is also being utilized as a tool for determining resident satisfaction.
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: The Authority will continue to modernize with new appliances, painting and landscaping, as well as consider recommendations from the consultant contained in the Authority's asset management plan.
  - Demolish or dispose of obsolete public housing: The Housing Authority will dispose of excess or surplus land.
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other:

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: The Authority provides voucher mobility counseling during the initial interview and while participating in the Voucher Program.
  - Conduct outreach efforts to potential voucher landlords: The Authority will provide one-on-one counseling to landlords.
  - Increase voucher payment standards as required by HUD.
  - Implement voucher homeownership program: The Authority has approved and implemented policies and procedures for the voucher homeownership program which include homeownership counseling as a HUD approved counseling agency. The Authority has conducted outreach efforts to residents and has discussed objectives and goals with local financing agencies. The Authority received renewal as a HUD approved Housing counseling Agency on June 9, 2004.
  - Implement public housing or other homeownership programs: The Authority has received ROSS Homeownership Supportive Services for FY 2003 to further homeownership opportunities for Public Housing residents and will implement in the next three years.
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: The Authority will continue to adhere to the Deconcentration Policy.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Annually checking statistics to ensure compliance with HUD requirements.
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) The Authority has applied for a two year extension of the designation of Project 95-5 for the elderly.
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families: The Family Self-Sufficiency Coordinators for the Housing Choice Voucher and Public Housing Programs will provide career development counseling and job search assistance to increase the number of employed participants. The number of volunteer slots for both programs was increased from 35 to 50 slots to provide more access to these services. In FY 2003 the Authority applied for and received the ROSS Supportive Services Grant which has provided a resource manager to assist with employment and asset development.
  - Provide or attract supportive services to improve assistance recipients' employability: This will be accomplished through cooperation with various organizations equipped to address employability issues.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. The Authority has accomplished this through the ROSS FY 2001 funding received and is re-applying FY 2004.
  - Other: (list below)

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

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

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

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

**Objectives:**

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

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

**Objectives:**

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

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

**Objectives:**

- 1) The Authority shall establish a program to help participant's of its tenant based program to become homeowners by December 31, 2004, should opportunities be available. On June 10, 2003 the PHA adopted a Section 8 Administrative Plan which allowed the Homeownership option.
- 2) The Authority shall continue to sustain a utilization rate of no less than 95% in its tenant based program.
- 3) The Authority will continue to attract new landlords who want to participate in the tenant based program.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Shawnee (hereinafter called "Authority") has prepared its Agency Plan for FY 2005 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

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

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

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

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

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

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

The plans statements, budget summary, policies, etc., set forth in this FY 2005 Agency Plan all lead towards the accomplishment of the Authority's goals and objectives. Taken as a whole, they outline a comprehensive approach towards the Authority and its residents' priorities. Furthermore, they are consistent with the priorities of the Consolidated Plan set forth by the City of Shawnee, OK.

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

- 1) We have adopted an aggressive applicant screening policy for public housing through the National Crime Information Center (NCIC) for potential violent criminal or drug related offenders.
- 2) We have adopted policy within the tenant based program to screen applicants to the fullest extent allowable, while not taking away the ultimate responsibility from the landlord.
- 3) All applicants selected from the waiting list are selected by local preference of time and date they apply.

- 4) The Authority has placed an emphasis on deconcentration and income mixing in public housing by continuing to monitor the data available to comply with the deconcentration and income mixing requirements.
- 5) The Authority has established minimum rent of \$25.00 in both public and the tenant based programs.
- 6) The Authority has established flat rents and ceiling rents in all public housing developments.
- 7) The Authority is conforming to all regulations regarding income disregards and exclusions.
- 8) The Authority in an attempt to encourage work and advancement in the workplace, are not requiring the interim recertifications should a public housing resident or Housing Choice voucher participant have an increase in income from the same reported income source. The increase shall be reported during the next regular annual recertification.

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

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration (Attachment A)
- FY 2005 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 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (Attachment C))
- Other (List below, providing each attachment name)
  - Continued Occupancy and Community Service Program (Attachment B)
  - Narration of Five Year Mission and Goals (Attachment D)
  - Criteria for Substantial Deviation (Attachment E)
  - Section 8 Homeownership Program Capacity Statement (Attachment F)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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,	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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 <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Voluntary Conversion Initial Assessment	Annual Plan: Conversion of Public Housing to Tenant Based Assistance

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	603	4	4	3	NA	NA	NA
Income >30% but <=50% of AMI	140	4	4	3	NA	NA	NA
Income >50% but <80% of AMI	16	4	4	3	NA	NA	NA
Elderly	30	3	2	3	NA	NA	NA
Families with Disabilities	39	4	4	3	NA	NA	NA
Race/Ethnicity White	525	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black	69	NA	NA	NA	NA	NA	NA
Race/Ethnicity Indian/Alaskan	133	NA	NA	NA	NA	NA	NA
Race/Ethnicity Asian/Pacific Islander	5	NA	NA	NA	NA	NA	NA
Race/Ethnicity Multi-Racial	27	NA	NA	NA	NA	NA	NA
Hispanic	11	NA	NA	NA	NA	NA	NA
Non-Hispanic	748	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information) Current Housing Authority Statistics and accumulated data were used to conduct this analysis.

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

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

Housing Needs of Families on the Public Housing Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	343		50%
Extremely low income <=30% AMI	269	78%	
Very low income (>30% but <=50% AMI)	65	19%	
Low income (>50% but <80% AMI)	9	3%	
Families with children	174	51%	
Elderly families	16	5%	
Families with Disabilities	20	6%	
Race/ethnicity White	242	71%	
Race/ethnicity Black	26	6%	
Race/ethnicity Indian/Alaskan	61	18%	
Race/ethnicity Asian/Pacific Islander	2	1%	
Race Ethnicity/Multi-Racial	12	3%	
Hispanic	4	1%	

<b>Housing Needs of Families on the Public Housing Waiting List</b>			
Non-Hispanic	339	99%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	121	35%	33%
2 BR	154	45%	86%
3 BR	57	17%	43%
4 BR	11	3%	84%
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Section 8 Housing Choice Voucher Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	416		66%
Extremely low income <=30% AMI	334	80%	
Very low income (>30% but <=50% AMI)	75	18%	
Low income (>50% but <80% AMI)	7	2%	
Families with children	58	14%	
Elderly families	18	4%	
Families with	33	8%	

<b>Housing Needs of Families on the Section 8 Housing Choice Voucher Waiting List</b>			
Disabilities			
Race/ethnicity White	283	68%	
Race/ethnicity Black	43	10%	
Race/ethnicity Indian/Alaskan	72	17%	
Race/ethnicity Asian/Pacific Islander	3	1%	
Multi-Racial	15	4%	
Hispanic	7	2%	
Non-Hispanic	409	98%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>    How long has it been closed (# of months)?</p> <p>    Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>    Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

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

#### (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) The Authority is applying for the ROSS Grant FY 2004. The Authority will dispose of excess or surplus land in a manner that furthers affordable housing resources within the City of Shawnee.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) The Authority will dispose of excess or surplus land and in a manner that furthers affordable housing resources within the City of Shawnee. The Authority will pursue partnership and management agreements that increase the number of affordable housing units.

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work through the Mandatory Earned Income Allowance.
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly. The Authority has applied for a two-year extension for the designation of the Tower for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) Continue to utilize the ROSS Grant to support assistance to the elderly and families with disabilities.

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs. The Authority will communicate through the distribution of marketing materials to agencies and organizations that represent or service

these targeted populations in an ongoing effort to increase awareness of PHA resources.

Other: (list below)

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units. The Authority accomplishes this in the initial interview as well as throughout participation in the program.
- Market the section 8 program to owners outside of areas of poverty /minority concentrations. The Authority will provide one-on-one counseling to landlords and will market outreach material such as pamphlets and conduct group presentations.
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	678,870	
b) Public Housing Capital Fund	660,808	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,986,047	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	40,650 PH FSS 66,667 Eld/Dis. Coord. <u>81,008</u> HSS ROSS 188,325 total	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2003 CFP	373,508	PH Operation and Capital Improvements
2003-02 CFP	76,868	PH Operation and Capital Improvements
2004 CFP	669,672	PH Operation and Capital Improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
2003 ROSS	83,333	PH Tenant Services
<b>3. Public Housing Dwelling Rental Income</b>	610,950	PH Operations
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
Section 8 Vouchers interest on Operating Reserve	1,400	Section 8 Program Administration
<b>PH 2004 amount used as an estimate for non-dwelling rent and tenant charges, oil royalties and, interest</b>	92,070	PH Operations
<b>Total resources</b>	6,421,851	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

- Criminal or Drug-related activity

- Rental history
- Housekeeping
- Other (describe) Any unpaid balance owed to a Housing Authority.

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

### (2) Waiting List Organization

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

Other (list below)

**(3) Search Time**

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

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

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below) Through Housing Authority publications and marketing materials.

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30%

of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below) Families are required to report any decrease of family income within ten days. Families must always report increases in family income with the exception of reporting increased in family income when it is an increase from the currently reported source of income.

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

Families are required to report any decrease of family income within ten days. Families must always report increases in family income with the exception of reporting increases in family income when it is an increase from the currently reported source of income.

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

- \$0
- \$1-\$25

\$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

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

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

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

### **C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2005
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements	132,161.60			
4	1410 Administration	66,080.80			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	24,900.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	17,750.00			
10	1460 Dwelling Structures	327,665.60			
11	1465.1 Dwelling Equipment—Nonexpendable	33,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	59,250.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	660,808.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		0.00				
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>				
PHA Wide	Special Programs Manager (salary, training, travel & employment costs)	1408	1	56,212.48				
PHA Wide	Grant Manager (47% of salary, training, travel & employment costs)	1408	1	24,043.36				
PHA Wide	Computer Software (upgrades)	1408		9,905.76				
PHA Wide	Contract City of Shawnee Police Department Additional Security & Protective Services	1408	1	42,000.00				
	<b>Subtotal</b>	<b>1408</b>		<b>132,161.60</b>				
PHA Wide	CFP Portion of Grant Manager (54% of salary, training, travel and employment costs)	1410	1	27,712.80				
PHA Wide	CFP portion of Director of Technical Services (60% of salary, training, travel, and employment costs)	1410	1	38,368.00				
	<b>Subtotal</b>	<b>1410</b>		<b>66,080.80</b>				
95-2	A&E Correct exterior water damage, replacement of drivet and repair of brick exterior	1430	1	17,900.00				
95-5	A&E Replace Heating Boilers	1430	2	7,000.00				
	<b>Subtotal</b>	<b>1430</b>		<b>24,900.00</b>				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Landscape, tree removal and tree trimming	1450		2,000.00				
95-2	Landscape, tree removal and tree trimming	1450		2,000.00				
95-3	Landscape, tree removal and tree trimming	1450		2,000.00				
95-5	Landscape, tree removal and tree trimming	1450		6,250.00				
95-5	Signage	1450		3,500.00				
95-6	Landscape, tree removal and tree trimming	1450		1,250.00				
95-7	Landscape, tree removal and tree trimming	1450		750.00				
	<b>Subtotal</b>	<b>1450</b>		<b>17,750.00</b>				
95-1	Replace 10% of hot water tanks (\$240)	1460	10	2,400.00				
95-1	Replace 10% of A/C's/cooling components (\$390)	1460	10	3,900.00				
95-1	Replace 5% of furnaces/air handlers (\$350)	1460	5	1,750.00				
95-2	Correct exterior water damage, replacement of drivet and repair of brick exterior	1460	1	210,000.00				
95-2	Replace 10% of hot water tanks (\$240)	1460	8	1,920.00				
95-2	Replace 5% of A/C's/cooling components (\$390)	1460	4	1,560.00				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-2	Replace 1% of air handlers/heating components (\$1200)	1460	1	1,200.00				
95-3	Replace 10% of hot water tanks (\$240)	1460	9	2,160.00				
95-3	Replace 3% of A/C's/cooling components (\$390)	1460	3	1,170.00				
95-3	Replace 5% of furnaces/air handlers/heating components (\$350)	1460	5	1,750.00				
95-5	Replacement of kitchen lighting	1460	100	20,000.00				
95-5	Replace heating boilers	1460	2	61,345.60				
95-6	Replace 5% of hot water tanks (\$240)	1460	3	720.00				
95-6	Replace 10% of A/C's/cooling components (\$540)	1460	5	2,700.00				
95-6	Replace 3% of furnaces/air handlers/heating components (\$350)	1460	2	700.00				
95-7	Replace 10% of hot water tanks (\$240)	1460	3	720.00				
95-7	Replace 10% of A/C's/cooling components (\$390)	1460	3	1,170.00				
95-7	Replace 5% of furnaces/air handlers/heating components (\$500)	1460	2	700.00				
95-7	Replace roofs	1460	4	10,000.00				
95-7	Replace 8% of carpet (\$900)	1460	2	1,800.00				
	<b>Subtotal</b>		<b>1460</b>	<b>327,665.60</b>				
95-1	Replace 10% of refrigerators (\$425)	1465.1	10	4,250.00				
95-1	Replace 10% of ranges (\$325)	1465.1	10	3,250.00				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-2	Replace 10% of refrigerators (\$425)	1465.1	8	3,400.00				
95-2	Replace 10% of ranges (\$325)	1465.1	8	2,600.00				
95-3	Replace 10% of refrigerators (\$425)	1465.1	9	3,825.00				
95-3	Replace 10% of ranges (\$325)	1465.1	9	2,925.00				
95-5	Replace 10% of refrigerators (\$425)	1465.1	9	3,825.00				
95-5	Replace 10% of ranges (\$325)	1465.1	9	2,925.00				
95-6	Replace 10% of refrigerators (\$425)	1465.1	5	2,125.00				
95-6	Replace 10% of ranges (\$325)	1465.1	5	1,625.00				
95-7	Replace 10% of refrigerators (\$425)	1465.1	3	1,275.00				
95-7	Replace 10% of ranges (\$325)	1465.1	3	975.00				
	<b>Subtotal</b>	<b>1465.1</b>		<b>33,000.00</b>				
PHA Wide	Maintenance Vehicle	1475	1	18,000.00				
PHA Wide	Maintenance Equipment	1475		18,000.00				
PHA Wide	Office Equipment and Furniture	1475		18,000.00				
1	Resident Council computer system (HOPE Resident Council)	1475	1	1,750.00				

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2005			
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	
3	Resident Council computer system (Dream Team)	1475	1	1,750.00				
6	Resident Council computer system	1475	1	1,750.00				
<b>Subtotal</b>		<b>1475</b>		<b>59,250.00</b>				



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

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

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

b. If yes to question a, select one:

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

-or-

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

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Housing Authority of the City of Shawnee, Oklahoma		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
PHA Wide		\$298,242.40	\$298,242.40	\$55,000.00	\$238,266.00
95-1		\$201,745.60	\$300,795.60	\$2,500.00	\$94,028.40
95-2		\$28,680.00	\$12,680.00	\$10,880.00	\$5,000.00
95-3		\$25,380.00	\$13,830.00	\$289,245.60	\$175,380.00
95-5		\$17,750.00	\$8,750.00	\$168,682.40	\$146,333.60
95-6		\$43,120.00	\$9,120.00	\$124,500.00	\$0.00
95-7		\$45,890.00	\$17,390.00	\$10,000.00	\$1,800.00
CFP Funds Listed for 5-year planning		\$660,808.00	\$660,808.00	\$660,808.00	\$660,808.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See Annual Statement	PHA Wide – 1406	Operations	20,000.00	PHA Wide – 1406	Operations	20,000.00
	PHA Wide -1408	Special Programs Manager – Salary, training, travel and employment costs	56,212.48	PHA Wide -1408	Special Programs Manager – Salary, training, travel and employment costs	56,212.48
	PHA Wide -1408	47% of Grant Manager – Salary, training, travel and employment costs	24,043.36	PHA Wide -1408	47% of Grant Manager – Salary, training, travel and employment costs	24,043.36
	PHA Wide – 1408	Computer software upgrades for administrative computer system	7,905.76	PHA Wide – 1408	Computer software upgrades for administrative computer system	7,905.76
	PHA Wide – 1408	Consultant for general administrative management improvement	1,000.00	PHA Wide – 1408	Consultant for general administrative management improvement	1,000.00
	PHA Wide – 1408	Resident training travel and stipends (group and individual)	1,000.00	PHA Wide – 1408	Resident training travel and stipends (group and individual)	1,000.00
Total CFP Estimated Cost			\$110,161.60	\$110,161.60		

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00	PHA Wide – 1408	Contract City of Shawnee Police Department Additional Security and Protective Services	42,000.00
Annual	PHA Wide – 1410	54% of Grant Manager – Salary, training, travel and employment costs	27,712.80	PHA Wide – 1410	54% of Grant Manager – Salary, training, travel and employment costs	27,712.80
Statement	PHA Wide – 1410	60% of Director of Technical Services – Salary, training, travel and employment costs	38,168.00	PHA Wide – 1410	60% of Director of Technical Services – Salary, training, travel and employment costs	38,168.00
	PHA Wide – 1410	Executive Director – Salary, training, travel and employment costs	100.00	PHA Wide – 1410	Executive Director – Salary, training, travel and employment costs	100.00
	PHA Wide – 1410	Capital Fund Coordinator – Salary, training, travel and employment costs	100.00	PHA Wide – 1410	Capital Fund Coordinator – Salary, training, travel and employment costs	100.00
Total CFP Estimated Cost			\$108,080.80			\$108,080.80

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	PHA Wide – 1475	Maintenance Vehicle replacement	20,000.00	PHA Wide – 1475	Maintenance Vehicle replacement	20,000.00
Annual	PHA Wide -1475	Maintenance Equipment (includes replacement or procurement of such as lawnmowers, weedeaters, paint guns, sewer machines, etc.)	20,000.00	PHA Wide -1475	Maintenance Equipment (includes replacement or procurement of such as lawnmowers, weedeaters, paint guns, sewer machines, etc.)	20,000.00
Statement	PHA Wide – 1475	Office Equipment and Furniture (includes replacement or procurement of various equipment such as copiers, desks, etc.)	20,000.00	PHA Wide – 1475	Office Equipment and Furniture (includes replacement or procurement of various equipment such as copiers, desks, etc.)	20,000.00
	PHA Wide – 1475	Computer and Audio Visual Equipment (includes replacement or procurement of various equipment such as computers, etc.)	20,000.00	PHA Wide – 1475	Computer and Audio Visual Equipment (includes replacement or procurement of various equipment such as computers, etc.)	20,000.00
	95-1 – 1430	A&E Breaker box repair/replacement	6,200.00	95-1 – 1430	A&E Concrete repair/replacement (including parking, sidewalks, clotheslines, driveways patios)	4,500.00
Total CFP Estimated Cost			\$86,200.00			\$84,500.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	95-1 – 1430	A&E Roof and attic upgrade for efficiency (including insulation and venting)	3,500.00	95-1 – 1430	A&E Window replacement	20,610.00
Annual	95-1 – 1450	Gas line repair/replacement	2,500.00	95-1 – 1460	Community Center roof repair/replacement	47,285.60
Statement	95-1 – 1450	Water line repair/replacement	2,500.00	95-1 – 1460	Window replacement	206,100.00
	95-1 – 1450	Sewer line repair/replacement	2,500.00	95-1 – 1460	Exterior window shutters	6,750.00
	95-1 – 1450	Electric service repair/replacement	2,500.00	95-1 – 1460	Replace 10% of hot water tanks (\$240)	2,400.00
	95-1 – 1450	Concrete repair/replacement (including parking, sidewalks, clotheslines, driveways patios)	1,000.00	95-1 – 1460	Replace 10% of A/C/cooling components (\$390)	3,900.00
	95-1 – 1460	Roof and attic upgrade for efficiency (including insulation and venting)	34,895.60	95-1 – 1460	Replace 5% of furnaces/air handlers (\$350)	1,750.00
Total CFP Estimated Cost			\$49,395.60			\$288,795.60

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-1 – 1460	Breaker box repair/replacement	115,000.00	95-1 – 1465.1	Replace 10% of refrigerators (\$425)	4,250.00
Annual	95-1 – 1460	Milstead tile repair/replacement	15,600.00	95-1 – 1465.1	Replace 10% of ranges (\$325)	3,250.00
Statement	95-1 – 1460	Replace 10% of hot water tanks (\$240)	2,400.00	95-2 – 1450	Landscape, tree removal and tree trimming	2,000.00
	95-1 – 1460	Replace 10% of A/C/cooling components (\$390)	3,900.00	95-2 – 1460	Replace 10% of hot water tanks (\$240)	1,920.00
	95-1 – 1460	Replace 5% of furnaces/air handlers (\$350)	1,750.00	95-2 – 1460	Replace 5% of A/C/cooling components (\$390)	1,560.00
	95-1 – 1465.1	Replace 10% of refrigerators (\$425)	4,250.00	95-2 – 1460	Replace 1% of furnaces/air handlers (\$1200)	1,200.00
	95-1 – 1465.1	Replace 10% of ranges (\$325)	3,250.00	95-2 – 1465.1	Replace 10% of refrigerators (\$425)	3,400.00
Total CFP Estimated Cost			\$146,150.00			\$17,580.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-2 – 1430	Comprehensive study – Expansion of Hi-Rise community space and maintenance workroom	2,500.00	95-2 – 1465.1	Replace 10% of ranges (\$325)	2,600.00
Annual	95-2 -1450	Landscape, tree removal and tree trimming	5,000.00	95-3 – 1450	Landscape, tree removal and tree trimming	2,000.00
Statement	95-2 – 1450	Signage	4,000.00	95-3 – 1460	Replace 10% of hot water tanks (\$240)	2,160.00
	95-2 – 1450	Sidewalk/porch repair/replacement	1,000.00	95-3 – 1460	Replace 3% of A/C/cooling components (\$390)	1,170.00
	95-2 – 1450	Water line repair/replacement	2,500.00	95-3 – 1460	Replace 5% of furnaces/air handlers/heating components (\$350)	1,750.00
	95-2 – 1450	Sewer line repair/replacement	2,500.00	95-3 – 1465.1	Replace 10% of refrigerators (\$425)	3,825.00
	95-2 – 1450	Electric service repair/replacement	500.00	95-3 – 1465.1	Replace 10% of ranges (\$325)	2,925.00
	95-2 – 1460	Replace 10% of hot water tanks (\$240)	1,920.00	95-5 – 1450	Landscape, tree removal and tree trimming	2,000.00
Total CFP Estimated Cost			\$19,920.00			\$18,430.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-2 – 1460	Replace 5% of A/C/cooling components (\$390)	1,560.00	95-5 – 1465.1	Replace 10% of refrigerators (\$425)	3,825.00
Annual	95-2 – 1460	Replace 1% of furnaces/air handlers (\$1200)	1,200.00	95-5 – 1465.1	Replace 10% of ranges (\$325)	2,925.00
Statement	95-2 – 1465.1	Replace 10% of refrigerators (\$425)	3,400.00	95-6 – 1450	Landscape, tree removal and tree trimming	1,250.00
	95-2 – 1465.1	Replace 10% of ranges (\$325)	2,600.00	95-6 -1460	Replace 5% of hot water tanks (\$240)	720.00
	95-3 – 1430	A&E Concrete repair/replacement (including sidewalks, clothesline pads, patios, parking, driveways)	550.00	95-6 – 1460	Replace 10% of A/C/cooling components (\$390)	2,700.00
	95-3 – 1450	Concrete repair/replacement (including sidewalks, clothesline pads, patios, parking, driveways)	1,000.00	95-6 – 1460	Replace 3% of furnaces/air handlers/heating components (\$350)	700.00
	95-3 – 1450	Gas line repair/replacement	2,500.00	95-6 – 1465.1	Replace 10% of refrigerators (\$425)	2,125.00
	95-3 – 1450	Water line repair/replacement	2,500.00	95-6 – 1465.1	Replace 10% of ranges (\$325)	1,625.00
	95-3 – 1450	Sewer line repair/replacement	2,500.00	95-7 – 1450	Landscape, tree removal and tree trimming	750.00
Total CFP Estimated Cost			\$17,810.00			\$16,620.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-3 – 1450	Electric service repair/replacement	2,500.00	95-7 -1460	Replace 5% of hot water tanks (\$240)	720.00
Annual	95-3 – 1450	Landscape, tree removal and tree trimming	2,000.00	95-7 – 1460	Replace 10% of A/C/cooling components (\$390)	1,170.00
Statement	95-3 – 1460	Replace 10% of hot water tanks (\$240)	2,160.00	95-7 – 1460	Replace 5% of furnaces/air handlers/heating components (\$350)	700.00
	95-3 – 1460	Replace 3% of A/C/cooling components (\$390)	1,170.00	95-7 – 1460	Roof repair/replacement	10,000.00
	95-3 – 1460	Replace 5% of furnaces/air handlers (\$350)	1,750.00	95-7 – 1460	Replace 8% of carpet	1,800.00
	95-3 – 1465.1	Replace 10% of refrigerators (\$425)	3,825.00	95-7 – 1465.1	Replace 10% of refrigerators (\$425)	1,275.00
	95-3 – 1465.1	Replace 10% of ranges (\$325)	2,925.00	95-7 – 1465.1	Replace 10% of ranges (\$325)	975.00
	95-5 – 1450	Sidewalk/porch repair/replacement	1,000.00			
Total CFP Estimated Cost			\$17,330.00			\$16,640.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-5 – 1450	Water line repair/replacement	2,500.00			
Annual	95-5 – 1450	Sewer line repair/replacement	2,500.00			
Statement	95-5 – 1450	Gas line repair/replacement	2,500.00			
	95-5 – 1450	Electric service repair/replacement	500.00			
	95-5 – 1450	Landscape, tree removal and tree trimming	2,000.00			
	95-5 – 1465.1	Replace 10% of refrigerators (\$425)	3,825.00			
	95-5 – 1465.1	Replace 10% of ranges (\$325)	2,925.00			
	95-6 – 1450	Sidewalk, porch and dumpster pad replacement	1,000.00			
	95-6 – 1450	Gas line repair/replacement	2,500.00			
	95-6 – 1450	Water line repair/replacement	2,500.00			
	95-6 – 1450	Sewer line repair/replacement	2,500.00			
Total CFP Estimated Cost			\$25,250.00			

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	95-6 – 1450	Electric service repair/replacement	2,500.00			
Annual Statement	95-6 – 1450	Landscape, tree removal and tree trimming	1,250.00			
	95-6 – 1460	Attic firebreak (10 buildings)	23,000.00			
	95-6 – 1460	Replace 5% of hot water tanks (\$240)	720.0			
	95-6 – 1460	Replace 10% of A/C/cooling components (\$390)	2,700.00			
	95-6 – 1460	Replace 3% of furnaces/air handlers (\$350)	700.00			
	95-6 – 1465.1	Replace 10% of refrigerators (\$425)	2,125.00			
	95-6 – 1465.1	Replace 10% of ranges (\$325)	1,625.00			
	95-7 – 1430	A&E Roof and attic upgrade for efficiency (including insulation and venting)	1,500.00			
Total CFP Estimated Cost			\$36,120.00			

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-7 – 1450	Sidewalk, porch and driveway repair/ replacement	1,000.00			
Annual	95-7 – 1450	Gas line repair/replacement	2,500.00			
Statement	95-7 – 1450	Water line repair/replacement	2,500.00			
	95-7 – 1450	Sewer line repair/replacement	2,500.00			
	95-7 – 1450	Electric service repair/replacement	500.00			
	95-7 – 1450	Landscape, tree removal and tree trimming	750.00			
	95-7 - 1460	Roof and attic upgrade for efficiency (including insulation and venting)	15,000.00			
	95-7 – 1460	Garage door repair/replacement	1,500.00			
	95-7 – 1460	Repair foundation of units	1,500.00			
	95-7 – 1460	Replace 10% of hot water tanks (\$240)	720.00			
	95-7 – 1460	Replace 10% of A/C/cooling components (\$390)	1,170.00			
	Total CFP Estimated Cost		\$29,640.00			

Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	95-7 – 1460	Replace 5% of furnaces/ air handlers/heating components (\$350)	700.00			
Annual	95-7 – 1460	Roof repair/replacement	10,000.00			
Statement	95-7 – 1460	Replace 8% of carpet	1,800.00			
	95-7 – 1465.1	Replace 10% of refrigerators (\$425)	1,275.00			
	95-7 – 1465.1	Replace 10% of ranges (\$325)	975.00			
	Total CFP Estimated Cost		\$14,750.00			

Capital Fund Program Five-Year Action Plan

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

Activities for Year : 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide – 1470	Maintenance Storage Building	10,000.00	PHA Wide – 1430	A&E Resident Programs Facility	11,000.00
PHA Wide – 1475	Community space equipment and/or furniture	5,000.00	PHA Wide - 1430	A&E Parking/Driveway repair/replacement for Community Center and offices	6,000.00
PHA Wide – 1475	Special Programs vehicle	40,000.00	PHA Wide – 1440	Site acquisition	20,000.00
95-1 - 1460	Unit modification under reasonable accommodation	2,500.00	PHA Wide – 1450	Parking/driveway repair/replacement for Community Center and offices	50,000.00
95-2 – 1470	Emergency generator repair/replacement	2,500.00	PHA Wide – 1450	Fence repair/replacement	1,500.00
95-2 – 1470	Elevator repair/replacement (including motor)	2,500.00	PHA Wide – 1450	Landscaping, tree removal and tree trimming	2,500.00
95-2 – 1475	Washer/dryer replacement	5,880.00	PHA Wide – 1470	Expansion/rehabilitation to Administrative/Community Building	107,266.00
95-3 – 1430	A&E Roof and attic upgrade for efficiency (including insulation and venting)	2,500.00	PHA Wide – 1475	Maintenance Equipment (includes replacement or procurement of such as lawnmowers, weed eaters, paint guns, sewer machines, etc.)	20,000.00
Total CFP Estimated Cost		\$70,880.00			\$218,266.00

Capital Fund Program Five-Year Action Plan

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

Activities for Year : 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
95-3 – 1430	A&E Window replacement	15,000.00	PHA Wide – 1475	Office Equipment and Furniture (includes replacement or procurement of various equipment such as copiers, desks, etc.)	20,000.00
95-3 – 1450	Fence repair/replacement	1,500.00	95-1 – 1430	A&E Bathroom tub replacement	7,400.00
95-3 – 1460	Unit modification under reasonable accommodation	2,500.00	95-1 – 1460	Re-brick unit	10,000.00
95-3 – 1460	Roof and attic upgrade for efficiency (including insulation and venting)	25,000.00	95-1 – 1460	Bathroom tub replacement	76,628.40
95-3 – 1460	Window replacement	235,995.60	95-1 – 1470	Automatic door repair/replacement	5,000.00
95-3 – 1460	Exterior window shutters	6,750.00	95-3 – 1430	A&E Kitchen cabinet replacement (Duplexes)	15,035.00
95-5 – 1430	A&E Kitchen cabinet replacement	12,038.40	95-3 – 1460	Re-brick unit	10,000.00
95-5 – 1460	Kitchen cabinet replacement	124,000.00	95-3 – 1460	Kitchen cabinet replacement (Duplexes)	150,345.00
95-5 – 14460	Drivet repair/replacement	12,844.00	95-5 – 1430	A&E Chiller repair/replacement	9,000.00
Total CFP Estimated Cost		\$435,628.00			\$303,408.40

Capital Fund Program Five-Year Action Plan

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

Activities for Year : 4 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2009		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
95-5 – 1470	Elevator repair/replacement (including motor)	2,500.00	95-5 – 1450	Paint fence	9,000.00
95-5 – 1470	Emergency generator repair/replacement	2,500.00	95-5 – 1470	Chiller repair/replacement	98,414.00
95-5 – 1470	Automatic door repair/replacement	5,000.00	95-5 -1470	Energy management system	20,000.00
95-5 – 1475	Washer/dryer replacement	9,800.00	95-5 – 1470	Fire alarm panel repair/replacement	6,000.00
95-6 – 1430	A&E Bathroom tub replacement	9,000.00	95-5 – 1470	Exhaust fan vent repair/replacement	3,919.60
95-6 – 1450	Fence repair/replacement	1,500.00	95-7 – 1450	Fence repair/replacement	1,500.00
95-6 – 1460	Bathroom tub replacement with floor correction	100,000.00	95-7 – 1470	Dishwasher replacement	300.00
95-6 – 1460	Mini blinds (street side)	9,000.00			
95-6 – 1460	Unit modification under reasonable accommodation	2,500.00			
95-7 – 1460	Unit modification under reasonable accommodation	2,500.00			
95-7 – 1460	Re-brick unit	10,000.00			
Total CFP Estimated Cost		\$154,300.00			\$139,133.60

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 6/30/04  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	133,934.40	133,869.50	133,869.50	101,463.69
4	1410 Administration	66,967.20	66,967.20	66,967.20	66,967.20
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	20,375.76	20,375.76	20,375.76	20,375.76
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	302,410.80	302,084.96	302,084.96	302,084.96
10	1460 Dwelling Structures	41,214.00	50,871.30	50,871.30	50,709.87
11	1465.1 Dwelling Equipment—Nonexpendable	37,400.00	32,900.95	32,900.95	32,515.51
12	1470 Nondwelling Structures	15,546.44	20,603.00	20,603.00	20,603.00
13	1475 Nondwelling Equipment	51,823.40	41,999.33	41,999.33	41,999.33
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	669,672.00	669,672.00	669,672.00	636,719.32
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Special Programs Manager (salary, training, travel & employment costs)	1408	1	53,070.00	56,540.59	56,540.59	56,540.59	
PHA Wide	Grant Manager (65% of salary, training, travel & employment costs)	1408	1	28,256.90	27,101.51	27,101.51	26,195.70	
PHA Wide	Special Programs Clerical Staff (full-time, salary, training, travel, and employment costs)	1408	1	0.00	0.00	0.00	0.00	
PHA Wide	After School Program Director (full-time, salary, training, travel, and employment costs)	1408	1	0.00	0.00	0.00	0.00	
PHA Wide	Stipends for youth mentors (\$5 per day of service for 3 mentors per day at 5 days per week for 52 weeks)	1408		0.00	0.00	0.00	0.00	
PHA Wide	Computer Software (upgrades)	1408		4,604.50	8,227.40	8,227.40	8,227.40	
PHA Wide	Contract City of Shawnee Police Department Additional Security & Protective Services	1408	1	42,000.00	42,000.00	42,000.00	10,500.00	
PHA Wide	Consultant for general administration needs and improvements	1408		6,003.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1408</b>		<b>133,934.40</b>	<b>133,869.50</b>	<b>133,869.50</b>	<b>101,463.69</b>	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	CFP Portion of Grant Manager (35% of salary, training, travel and employment costs)	1410	1	16,919.30	22,230.87	22,230.87	22,230.87	
PHA Wide	CFP portion of Director of Technical Services (25% of salary, training, travel, and employment costs)	1410	1	21,488.79	16,177.22	16,177.22	16,177.22	
PHA Wide	CFP portion of Executive Director (5% of salary, training, travel and employment costs)	1410	1	0.00	0.00	0.00	0.00	
PHA Wide	Capital Fund Program Coordinator (full-time, salary, training, travel, and employment costs)	1410	1	28,559.11	28,559.11	28,559.11	28,559.11	
	<b>Subtotal</b>	<b>1410</b>		<b>66,967.20</b>	<b>66,967.20</b>	<b>66,967.20</b>	<b>66,967.20</b>	
95-2	A & E – Concrete work Driveway/Parking lot replacement (North side)	1430	1	916.91	916.91	916.91	916.91	
95-5	A & E – Concrete work Driveway/Parking lot replacement	1430	1	19,255.09	19,255.09	19,255.09	19,255.09	
95-6	A & E – Concrete work replacement of front porch of Building 35-40	1430	1	203.76	203.76	203.76	203.76	
	<b>Subtotal</b>	<b>1430</b>		<b>20,375.76</b>	<b>20,375.76</b>	<b>20,375.76</b>	<b>20,375.76</b>	
PHA Wide	Site Improvements to land at Kickapoo & 7 <sup>th</sup>	1450		0.00	3,175.00	3,175.00	3,175.00	Fungibility – 5 yr 2002
95-1	Sewer line repair/replacement	1450	2	0.00	2,100.00	2,100.00	2,100.00	Fungibility – 5 yr 2002

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-1	Tree trimming	1450		3,574.62	1,810.00	1,810.00	1,810.00	
95-2	Driveway/Parking lot replacement (North side)	1450	1	20,528.00	23,172.00	23,172.00	23,172.00	
95-2	Tree trimming	1450		3,880.62	550.00	550.00	550.00	
95-3	Tree trimming	1450		3,880.62	4,220.00	4,220.00	4,220.00	
95-5	Driveway/Parking lot replacement	1450	1	252,335.00	254,532.96	254,532.96	254,532.96	
95-5	Tree trimming	1450		3,574.62	525.00	525.00	525.00	
95-6	Replace front porch of Building 35-40	1450	1	7,400.00	7,400.00	7,400.00	7,400.00	
95-6	Tree trimming	1450		3,662.70	1,800.00	1,800.00	1,800.00	
95-7	Tree trimming	1450		3,574.62	2,800.00	2,800.00	2,800.00	
	<b>Subtotal</b>	<b>1450</b>		<b>302,410.80</b>	<b>302,084.96</b>	<b>302,084.96</b>	<b>302,084.96</b>	
95-1	Replace 10% of hot water tanks (\$190)	1460	10	1,900.00	3,271.97	3,271.97	3,271.97	
95-1	Replace 10% of A/C condensers (\$350)	1460	10	3,500.00	803.47	803.47	803.47	
95-1	Replace 10% of furnaces/air handlers (\$500)	1460	10	5,000.00	3,015.00	3,015.00	3,015.00	
95-2	Replace 10% of hot water tanks (\$190)	1460	8	1,520.00	0.00	0.00	0.00	
95-2	Replace 10% of A/C condensers (\$350)	1460	8	2,800.00	12,189.57	12,189.57	12,189.57	
95-2	Replace 10% of furnaces/air handlers (\$500)	1460	8	4,000.00	0.00	0.00	0.00	
95-3	Replace 10% of hot water tanks (\$190)	1460	9	1,710.00	1,022.49	1,022.49	1,022.49	
95-3	Replace 10% of A/C condensers (\$350)	1460	9	3,150.00	0.00	0.00	0.00	
95-3	Replace 10% of furnaces/air handlers (\$500)	1460	9	4,500.00	2,344.00	2,344.00	2,344.00	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-5	Emergency Generator	1460		4,814.00	4,814.00	4,814.00	4,814.00	Fungibility – 5 yr 2002
95-6	Replace 10% of hot water tanks (\$190)	1460	5	950.00	126.25	126.25	126.25	
95-6	Replace 10% of A/C condensers (\$350)	1460	5	1,750.00	1,104.71	1,104.71	1,104.71	
95-6	Replace 10% of furnaces/air handlers (\$500)	1460	5	2,500.00	1,465.00	1,465.00	1,465.00	
95-7	Replace roofs (6 sites)	1460	6	0.00	18,360.00	18,360.00	18,360.00	Fungibility – AS 2003
95-7	Replace 10% of hot water tanks (\$190)	1460	3	570.00	556.84	556.84	556.84	
95-7	Replace 10% of A/C condensers (\$350)	1460	3	1,050.00	868.00	868.00	706.57	
95-7	Replace 10% of furnaces/air handlers (\$500)	1460	3	1,500.00	930.00	930.00	930.00	
	<b>Subtotal</b>	<b>1460</b>		<b>41,214.00</b>	<b>50,871.30</b>	<b>50,871.30</b>	<b>50,709.87</b>	
95-1	Replace 10% of refrigerators (\$475)	1465.1	10	4,750.00	7,541.55	7,541.55	7,156.11	
95-1	Replace 10% of ranges (\$375)	1465.1	10	3,750.00	0.00	0.00	0.00	
95-2	Replace 10% of refrigerators (\$475)	1465.1	8	3,800.00	1,116.00	1,116.00	1,116.00	
95-2	Replace 10% of ranges (\$375)	1465.1	8	3,000.00	0.00	0.00	0.00	
95-3	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00	10,378.00	10,378.00	10,378.00	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550102 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-3	Replace 10% of ranges (\$375)	1465.1	9	3,375.00	0.00	0.00	0.00	
95-5	Replace 10% of refrigerators (\$475)	1465.1	9	4,275.00	0.00	0.00	0.00	
95-5	Replace 10% of ranges (\$375)	1465.1	9	3,375.00	9,773.40	9,773.40	9,773.40	
95-6	Replace 10% of refrigerators (\$475)	1465.1	5	2,375.00	3,348.00	3,348.00	3,348.00	
95-6	Replace 10% of ranges (\$375)	1465.1	5	1,875.00	0.00	0.00	0.00	
95-7	Replace 10% of refrigerators (\$475)	1465.1	3	1,425.00	744.00	744.00	744.00	
95-7	Replace 10% of ranges (\$375)	1465.1	3	1,125.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1465.1</b>		<b>37,400.00</b>	<b>32,900.95</b>	<b>32,900.95</b>	<b>32,515.51</b>	
PHA Wide	Guttering – Administration Office	1470		10,663.44	15,720.00	15,720.00	15,720.00	
95-5	Boiler	1470		4,883.00	4,883.00	4,883.00	4,883.00	Emergency Work
	<b>Subtotal</b>	<b>1470</b>		<b>15,546.44</b>	<b>20,603.00</b>	<b>20,603.00</b>	<b>20,603.00</b>	
PHA Wide	Maintenance Vehicle	1475	1	13,450.00	13,450.00	13,450.00	13,450.00	
PHA Wide	Maintenance Equipment	1475		13,000.00	13,967.69	13,967.69	13,967.69	
PHA Wide	Office Equipment and Furniture	1475		13,000.00	13,095.64	13,095.64	13,095.64	
PHA Wide	Community Center – Equipment and Furniture	1475		12,373.40	1,486.00	1,486.00	1,486.00	
	<b>Subtotal</b>	<b>1475</b>		<b>51,823.40</b>	<b>41,999.33</b>	<b>41,999.33</b>	<b>41,999.33</b>	



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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program No: OK56P09550102 Replacement Housing Factor No:				Federal FY of Grant: 09/2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	03/04		05/04	09/05			
95-1	03/04		05/04	09/05			
95-2	03/04		05/04	09/05			
95-3	03/04		05/04	09/05			
95-5	03/04		05/04	09/05			
95-6	03/04		05/04	09/05			
95-7	03/04		05/04	09/05			

## Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Housing Authority of the City of Shawnee, OK	<b>Grant Type and Number</b> Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 09/2003
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 6/30/2004  
  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	0.00	0.00		
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	110,199.20	110,199.20	24,741.12	12,369.90
4	1410 Administration	55,099.60	55,099.60	55,099.60	17,434.97
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	9,000.00	9,000.00	9,976.96	6,657.56
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	72,202.00	73,769.00	5,667.00	1,850.00
10	1460 Dwelling Structures	154,550.20	154,550.20	18,288.07	14,377.16
11	1465.1 Dwelling Equipment—Nonexpendable	33,000.00	33,000.00	20,169.85	13,507.40
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	116,945.00	115,378.00	43,545.89	43,545.89
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	550,996.00	550,996.00	177,488.49	109,742.88
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	Dir			24,741.12	24,741.12	24,741.12	12,369.90	
PHA Wide	Special Programs Manager (salary, training, travel & employment costs)	1408	1	31,159.15	31,159.15	0.00	0.00	
PHA Wide	Grant Manager (65% of salary, training, travel & employment costs)	1408	1	1,536.84	1,536.84	0.00	0.00	
PHA Wide	Computer Software (upgrades)	1408		10,762.09	10,762.09	0.00	0.00	
PHA Wide	Contract City of Shawnee Police Department Additional Security & Protective Services	1408	1	42,000.00	42,000.00	0.00	0.00	
PHA Wide	Consultant for general administration needs and improvements	1408		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1408</b>		<b>110,199.20</b>	<b>110,199.20</b>	<b>24,741.12</b>	<b>12,369.90</b>	
PHA Wide	CFP Portion of Grant Manager (35% of salary, training, travel and employment costs)	1410	1	35,934.23	35,934.23	35,934.23	10,233.96	
PHA Wide	CFP portion of Director of Technical Services (15% of salary, training, travel, and employment costs)	1410	1	19,165.37	19,165.37	19,165.37	7,201.01	
PHA Wide	CFP portion of Executive Director (5% of salary, training, travel and employment costs)	1410	1	0.00	0.00	0.00	0.00	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Capital Fund Program Coordinator (full-time, salary, training, travel, and employment costs)	1410	1	0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1410</b>		<b>55,099.60</b>	<b>55,099.60</b>	<b>55,099.60</b>	<b>17,434.97</b>	
95-3	A & E Kitchen cabinet replacement	1430	1	9,000.00	9,000.00	9,976.96	6,657.56	
	<b>Subtotal</b>	<b>1430</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>9,976.96</b>	<b>6,657.56</b>	
95-7	Water line repair/replacement	1450	1	0.00	0.00	1,850.00	1,850.00	Fungibility Five Year 2003
PHA Wide	Site Improvements to land at Kickapoo & 7 <sup>th</sup> (including drainage)	1450		0.00	0.00	0.00	0.00	
PHA Wide	Expansion of maintenance parking	1450		10,008.00	10,008.00	0.00	0.00	
95-1	Landscape and tree removal	1450		3,000.00	3,000.00	0.00	0.00	
95-1	Replace and/or repair patio and sidewalks (6 sites and multiple sidewalks)	1450		5,319.00	5,319.00	0.00	0.00	
95-1	Replace fence in Milstead	1450		2,250.00	3,817.00	3,817.00	0.00	
95-2	Landscape and tree removal	1450		3,000.00	3,000.00	0.00	0.00	
95-3	Repair/replace porch	1450	1	953.00	953.00	0.00	0.00	
95-3	Driveway/parking lot repair	1450		33,448.00	33,448.00	0.00	0.00	
95-3	Landscape and tree removal	1450		3,000.00	3,000.00	0.00	0.00	
95-5	Landscape and tree removal	1450		3,000.00	3,000.00	0.00	0.00	
95-6	Repair/replace dumpster pads (5 pads)	1450	5	0.00	0.00	0.00	0.00	
95.6	Landscape and tree removal	1450		2,000.00	2,000.00	0.00	0.00	
95-6	Repair/replace porches (2 porches)	1450	2	4,924.00	4,924.00	0.00	0.00	
95-6	Screenings in utility service areas	1450		0.00	0.00	0.00	0.00	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-7	Tree trimming	1450		1,300.00	1,300.00	0.00	0.00	
	<b>Subtotal</b>	<b>1450</b>		<b>72,202.00</b>	<b>73,769.00</b>	<b>5,667.00</b>	<b>1,850.00</b>	
95-1	Replace 10% of hot water tanks (\$190)	1460	10	3,000.00	3,000.00	3,954.89	697.98	
95-1	Replace 10% of A/C condensers (\$350)	1460	10	3,500.00	3,500.00	0.00	0.00	
95-1	Replace 5% of furnaces/air handlers (\$500)	1460	5	2,500.00	2,500.00	0.00	0.00	
95-2	Replace 10% of hot water tanks (\$190)	1460	8	2,400.00	2,400.00	203.46	203.46	
95-2	Replace 5% of A/C condensers (\$350)	1460	4	1,400.00	1,400.00	7,699.20	7,045.20	
95-2	Replace 5% of furnaces/air handlers (\$500)	1460	4	2,000.00	2,000.00	0.00	0.00	
95-3	Kitchen cabinet replacement	1460	40	98,700.20	98,700.20	0.00	0.00	
95-3	Replace 10% of hot water tanks (\$190)	1460	9	2,700.00	2,700.00	1,398.32	1,398.32	
95-3	Replace 5% of A/C condensers (\$350)	1460	4	1,400.00	1,400.00	0.00	0.00	
95-3	Replace 5% of furnaces/air handlers (\$500)	1460	5	2,500.00	2,500.00	0.00	0.00	
95-6	Replace 10% of hot water tanks (\$190)	1460	5	1,500.00	1,500.00	1,410.12	1,410.12	
95-6	Replace 10% of A/C condensers (\$350)	1460	5	1,750.00	1,750.00	0.00	0.00	
95-6	Replace 5% of furnaces/air handlers (\$500)	1460	3	1,500.00	1,500.00	0.00	0.00	
95-7	Replace 10% of hot water tanks (\$190)	1460	3	900.00	900.00	940.08	940.08	
95-7	Replace 10% of A/C condensers (\$350)	1460	3	1,050.00	1,050.00	0.00	0.00	

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-7	Replace 8% of furnaces/air handlers (\$500)	1460	2	1,000.00	1,000.00	0.00	0.00	
95-7	Repair foundation	1460	1	2,000.00	2,000.00	0.00	0.00	
95-7	Replace roofs (6 sites)	1460	6	17,250.00	17,250.00	0.00	0.00	Fungibilitied to AS 2002
95-7	Replace 8% of carpet	1460	3	4,500.00	4,500.00	2,682.00	2,682.00	
95-7	Replace 10% of garage doors	1460	3	3,000.00	3,000.00	0.00	0.00	
95-7	Replace 5% of counter tops	1460	1	0.00	0.00	0.00	0.00	
95-7	Replace 10% of range hoods	1460	3	0.00	0.00			
95-7	Repair, replace or install vinyl siding (4 sites)	1460	4	0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1460</b>		<b>154,550.20</b>	<b>154,550.20</b>	<b>18,288.07</b>	<b>14,377.16</b>	
95-1	Replace 10% of refrigerators (\$475)	1465.1	10	4,250.00	4,250.00	9,942.45	3,720.00	
95-1	Replace 10% of ranges (\$375)	1465.1	10	3,250.00	3,250.00	440.00	0.00	
95-2	Replace 10% of refrigerators (\$475)	1465.1	8	3,400.00	3,400.00	0.00	0.00	
95-2	Replace 10% of ranges (\$375)	1465.1	8	2,600.00	2,600.00	0.00	0.00	
95-3	Replace 10% of refrigerators (\$475)	1465.1	9	3,825.00	3,825.00	0.00	0.00	
95-3	Replace 10% of ranges (\$375)	1465.1	9	2,925.00	2,925.00	0.00	0.00	
95-5	Replace 10% of refrigerators (\$475)	1465.1	9	3,825.00	3,825.00	0.00	0.00	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550103 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
95-5	Replace 10% of ranges (\$375)	1465.1	9	2,925.00	2,925.00	9,787.40	9,787.40	
95-6	Replace 10% of refrigerators (\$475)	1465.1	5	2,125.00	2,125.00	0.00	0.00	
95-6	Replace 10% of ranges (\$375)	1465.1	5	1,625.00	1,625.00	0.00	0.00	
95-7	Replace 10% of refrigerators (\$475)	1465.1	3	1,275.00	1,275.00	0.00	0.00	
95-7	Replace 10% of ranges (\$375)	1465.1	3	975.00	975.00	0.00	0.00	
	<b>Subtotal</b>	<b>1465.1</b>		<b>33,000.00</b>	<b>33,000.00</b>	<b>20,169.85</b>	<b>13,507.40</b>	
95-1	Milstead meeting room	1470		0.00	0.00	0.00	0.00	
	<b>Subtotal</b>	<b>1470</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	Maintenance Vehicle	1475	1	20,000.00	18,770.00	14,175.00	14,175.00	
PHA Wide	Maintenance Equipment	1475		20,000.00	20,000.00	3,066.93	3,066.93	
PHA Wide	Office Equipment and Furniture	1475		36,823.00	36,823.00	23,260.96	23,260.96	
PHA Wide	Community Area(s)– Equipment and Furniture	1475		36,822.00	36,822.00	0.00	0.00	
95-1	Washer – Milstead	1475	1	500.00	429.00	439.00	439.00	
95-1	Dryer – Milstead	1475	1	400.00	362.00	372.00	372.00	
95-2	Dryers	1475	5	2,000.00	1,810.00	1,860.00	1,860.00	
95-5	Dryer	1475	1	400.00	362.00	372.00	372.00	
	<b>Subtotal</b>	<b>1475</b>		<b>116,945.00</b>	<b>115,378.00</b>	<b>43,545.89</b>	<b>43,545.89</b>	

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma	<b>Grant Type and Number</b> Capital Fund Program No: OK56P09550103 Replacement Housing Factor No:	<b>Federal FY of Grant: 09/2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/05	9/17/2005		09/07	09/17/2007		
95-1	09/05	9/17/2005		09/07	09/17/2007		
95-2	09/05	9/17/2005		09/07	09/17/2007		
95-3	09/05	9/17/2005		09/07	09/17/2007		
95-5	09/05	9/17/2005		09/07	09/17/2007		
95-6	09/05	9/17/2005		09/07	09/17/2007		
95-7	09/05	9/17/2005		09/07	09/17/2007		

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Shawnee, OK	Grant Type and Number Capital Fund Program Grant No: OK56P09550203 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 6/30/04  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	76,868.40	76,868.40	0.00	0.00
3	1408 Management Improvements	21,962.40	21,962.40	21,962.40	10,936.83
4	1410 Administration	10,981.20	10,981.20	10,981.20	5,481.95
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	0.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	109,812.00	109,812.00	32,943.60	16,418.78
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHA Name: Housing Authority of the City of Shawnee, Oklahoma		Grant Type and Number Capital Fund Program Grant No: OK56P09550203 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		76,868.40	76,868.40	0.00	0.00	
	<b>Subtotal</b>	<b>1406</b>		<b>76,868.40</b>	<b>76,868.40</b>	<b>0.00</b>	<b>0.00</b>	
PHA Wide	One fulltime clerical staff (salary, training, travel & employment costs)	1408	1	21,962.40	21,962.40	21,962.40	10,936.83	
	<b>Subtotal</b>	<b>1408</b>		<b>21,962.40</b>	<b>21,962.40</b>	<b>21,962.40</b>	<b>10,936.83</b>	
PHA Wide	CFP portion of Executive Director (10% of salary, training, travel and employment costs)	1410	1	10,981.20	10,981.20	10,981.20	5,481.95	
	<b>Subtotal</b>	<b>1410</b>		<b>10,981.20</b>	<b>10,981.20</b>	<b>10,981.20</b>	<b>5,481.95</b>	



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

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

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	Does not have one
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>02/11/04</u>
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development: Surplus or excess land <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 12/09/03 b. Projected end date of activity: Pending HUD approval

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

[24 CFR Part 903.7 9 (i)]

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

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

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

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

7. Coverage of action (select one)

Part of the development

Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

<input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

Development Name	Number of Units
N/A	

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

6. Coverage of action: (select one)

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:

Section 8 Monthly Homeownership Assistance: Eligibility Requirements [24 CFR 982.627]

The PHA may not provide homeownership assistance for a family unless the PHA determines that the family satisfies all of the following initial requirements at commencement of homeownership assistance for the family.

The family has been admitted to the Section 8 Housing Choice Voucher program.

The family satisfies any first-time homeowner requirements.

The family satisfies the minimum income requirement. At commencement of monthly homeownership assistance payments for the family, or at the time of a downpayment assistance grant for the family, the family must demonstrate that the annual income of the adult family members who will own the home at commencement of homeownership assistance is not less than: (i) In the case of a disabled family the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve; or (ii) In the case of other families, the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. (i) Except in the case of an elderly family or a disabled family, the PHA shall not count any welfare assistance received by the family in determining annual income under this section. (ii) The disregard of welfare assistance income under this paragraph only affects the determination of the minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance but does not affect: (A) The determination of income-eligibility for admission to the voucher program; (B) Calculation of the amount of the family's total tenant payment; or (C) Calculation of the amount of homeownership assistance payments on behalf of the family. (iii) In the case of an elderly or disabled family, the PHA shall include welfare assistance for the adult family members who will own the home in determining if the family meets the minimum income requirement. The PHA may establish a minimum income standard that is higher than those describe in the above paragraph for either or both types of families. However, a family that meets the applicable HUD minimum income requirement, but not the higher standard established by the PHA shall be considered to satisfy the minimum income requirement if: (i) The family demonstrates that it has been pre-qualified or pre-approved for financing; (ii) The pre-qualified or pre-approved financing meets any PHA established requirement for financing the purchase of the home; and (iii) The pre-qualified or pre-approved financing amount is sufficient to purchase housing that meets HQS in the PHA's jurisdiction. The PHA will not elect to establish a minimum income standard that is higher than those described in the paragraph above.

The family satisfies the employment requirements. The family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance; (i) Is currently employed on a full-time basis (the term "full-time employment" means not less than an average of 30 hours per week); and (ii) Has been continuously so employed during the year before commencement of homeownership assistance for the family.

A family member will be considered to have been continuously employed even if that family member has experienced a break in

employment, provided that the break in employment did not exceed 60 calendar days.

The employment requirement does not apply to an elderly family or a disabled family. Further more, if a family, other than an elderly family or a disabled family, includes a person with disabilities, the PHA shall grant an exemption from the employment requirement if the PHA determines that an exemption is needed as a reasonable accommodation due that the program is readily accessible to and usable by persons with disabilities. The PHA may not establish an employment requirement in addition to the employment standard established by this paragraph.

The PHA shall not commence homeownership assistance for a family that includes an individual who was an adult member of a family at the time when such family received homeownership assistance and defaulted on a mortgage securing debt incurred to purchase the home.

Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.

Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale.

The family also satisfies any other initial requirements established by the PHA. Any such additional requirements must be described in the PHA administrative plan.

Before commencing homeownership assistance for a family, the PHA must determine that all of the following initial requirements have been satisfied: (1) The family is qualified to receive homeownership assistance; (2) The unit is eligible; and (3) The family has satisfactorily completed the PHA program of required pre-assistance homeownership counseling.

The PHA will impose the following additional initial requirements:

The family has had no family-caused violations of HUD's Housing Quality standards within the last 1 year.

The family is not within the initial 1-year period of a HAP Contract. This requirement will not apply if there is mutual recession of the HAP Contract

The family does not owe money to the PHA.

The family has not committed any serious or repeated violations of a PHA-assisted lease within the past 1 year.

Any family member that will have an ownership interest in the home or spouse of a family member that will have an ownership interest in the home must not have reached their term limits for homeownership assistance.

No member of the family may have a present ownership interest in a residence at the commencement of homeownership assistance.

The family must have attended and completed homeownership counseling within the last year.

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

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

##### a. Self-Sufficiency Policies

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

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

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) The Authority believes that the loss of PHDEP funding will continue to have a negative impact on developments.

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

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

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)  
All developments are equally affected.

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

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

### ***PET POLICY***

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

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

#### 1.0 Application for Pet Permit

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

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

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

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

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

allowed. Residents' guest or Residents' occupants shall not permit other pets on the premises.

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

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

Additional information about Pet:

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- 2.3 Residents must show proof of annual rabies and distemper booster inoculations required by state or local law. Residents must abide by all City of Shawnee codes regarding the keeping of pets including but not limited to such requirements as leash laws, humane treatment of animals, and the like.
- 2.4 Vicious and/or intimidating pets will not be allowed. The Authority specifically reserves the right to determine if the pet is vicious or intimidating.
- 2.5 All dogs and cats must be spayed or neutered, as applicable.
- 2.6 Dogs and cats shall remain inside the Resident's unit. No animal shall be permitted in Laundromat's, community rooms, yards of other residents or other common areas of any facility.
- 2.7 When taken outside the unit, dogs and cats must be kept on a leash (not more than six (6) feet in length), controlled under the Residents supervision at all times. The Authority shall have the right to report loose pets to the proper authorities for pick up and impoundment and shall have the right to pick up loose pets and turn them over to the proper authorities for impoundment. The Authority accepts no responsibility for loose pets under these circumstances.
- 2.8 The pet shall not be tied to any fixed objects anywhere on any Authority property including walkways, stairs, stairwells, parking lots, grassy areas, playground and basketball facilities, bike racks, seating areas or any other place within the Authority.
- 2.9 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other Residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, intimidation and other like activities. If complaints about such activities of a pet arise, the Authority will issue two

warnings and the third incident within any twelve-month period shall mean eviction of the pet and/or the pet owner.

- 2.10 Residents must provide litter boxes for cat waste, which must be kept in the Dwelling Unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
  - 2.11 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building or dwelling unit.
  - 2.12 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times. The Authority may require more frequent housekeeping inspections for Residents with pets than for Residents without pets.
  - 2.13 If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the Dwelling Unit, remove the pet and transfer it to the proper authorities, subject to the provision of State law and pertinent local ordinances. Authority accepts no responsibility for the animal under such circumstances. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.
  - 2.14 Residents shall not alter their unit, patio or unit area outside in order to create an enclosure for any pet.
  - 2.15 Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units (on a regular basis).
  - 2.16 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority. In addition, no guest may bring a pet onto the premises other than guests with a disability that brings a guide, signal or service dog.
  - 2.17 Residents must identify two (2) alternate custodians for pets in the event of resident illness or other absence from the dwelling unit. The identification of alternate custodians must occur prior to Authority issuing a pet permit. The custodian must provide the Authority a signed statement indicating his/her willingness to accept responsibility for the pet.
- 3.0 The privilege of maintaining a pet in a facility owned and/or operated by the Authority shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to the Authority's Grievance Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other Residents, or create a problem in the area of cleanliness and sanitation.
  - 4.0 Should a breach of the rules set forth above occur, the Authority may also exercise any remedy granted it in accord with appropriate State and local law.
  - 5.0 Additional Rules: The Authority shall from time to time have the right to make reasonable changes and additions to pet rules, herein, if in writing and distributed to all residents who are

permitted to have pets. The Authority will not make any changes until all Residents have formally been notified and given the opportunity for comments.

6.0 Miscellaneous Rules:

- A) Pet bedding shall not be washed in any common laundry facilities owned or operated by the Authority.
- B) Residents must take appropriate actions to protect their pets from fleas and ticks.
- C) All dogs and cats must wear a tag bearing the Resident's name and telephone number and the date of the latest rabies inoculation.
- D) Pets cannot be kept, bred or used for any commercial purpose.
- E) Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in a sealed tear and leak proof container/liner.
- F) A pet owner shall physically control or confine his/her pet during the times when Authority employees, agents or others enter the dwelling unit to conduct business, provide services, enforce lease terms, etc.
- G) If a pet causes harm to any person, the pet's owner will be required to permanently remove the pet from the Authority property within 24 hours of written notice from the Authority. The pet owner may also be subject to eviction.

7.0 Liability for damages: Residents shall be liable for the entire amount of all damages caused by such pet. This applies to carpets, doors, walls, windows, screens, appliances and any other part of dwelling unit, including landscaping, if such items cannot be satisfactorily cleaned or repaired the Resident will be responsible for complete replacement. Payment for damages, repairs, cleaning, replacements, etc. shall be due immediately upon demand. Residents shall be liable for the entire amount of any injury to the person or property of others, caused by such pet, and resident shall indemnify the Authority for all cost or litigation and attorneys fees resulting from same.

8.0 Move-Out: Upon move-out of the unit, if the Authority determines that the unit needs to be deodorized or de-fleaed the costs incurred by the Authority shall be deducted form the Residents Pet Security Deposit.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:

#### **REGULAR METING OF THE RESIDENT ADVISORY BOARD HELD AUGUST 18, 2004**

The Resident Advisory Board of the Housing Authority of the City of Shawnee, Oklahoma met in Regular Session on August 18, 2004 at 3:00 p.m. in the Housing Authority Board/Training Room at 601 West 7<sup>th</sup> Street, Shawnee, Oklahoma.

The meeting was called to order by Melissa Terrell, Director of Housing Operations at 3:00 p.m.

<b>Members Present:</b>	Jonice Collins	<b>Staff Present:</b>	Melissa Terrell
	Bette Norton		Mynda Bowden
	June Baker		Julia Lee
	Gladys Ellington		Shirley Campbell
	InaBoone		Lynn Greenland
	James Russell		
	Joan Valois		

All members and staff introduced themselves and stated what development site they represent or their job title.

Melissa welcomed members and thanked them for their participation. She said that this meeting would be mostly used to discuss the Agency Plan and gave a brief overview of the purpose and process. She stated that the Public Housing Agency plan was created by HUD as a result of the 1998 Quality Housing and Work Responsibility Act or QHWRA. The Public Housing Agency plan is a comprehensive guide for Public Housing policies, operations and strategies for meeting local housing needs and goals. There are two parts or sections to it: the five year plan and the Annual plan.

- 1.) The five year plan describes the mission of the agency, the agency's long range goals and objectives for achieving its mission and our approach to managing programs and providing services for the upcoming year.
- 2.) The Public Housing Agency Plan is also a requirement and agencies must submit it in order to receive funds to operate federal public housing or section 8 tenant based assistance programs.

The City of Shawnee Housing Authority submits a "streamlined" plan because we are rated as a "high performer" which exempts us from certain reporting requirements.

The Purposes of the Resident Advisory Board are as follows:

- 1.) Residents can ensure that their needs are being met
- 2.) Residents can become more involved in issues that directly affect them.

- 3.) Residents can provide important information regarding the condition of the developments because they live right there.
- 4.) Residents can provide input on the management improvements that they think are needed at their Housing Authority.

This meeting will not be the resident's only chance to give feedback about the plan. There is also a Public Hearing scheduled for September 14, 2004 at 5:30 p.m. here in the Board/Training Room. Residents and the public are encouraged to attend. With this, Melissa opened up the floor for resident input/comment.

Ms. Valois started by saying that residents at the Tower would really like to see speed bumps and one way traffic signs in the Tower parking lot. Mr. Russell said that the city will be reluctant to do speed bumps citing safety issues. Ms. Terrell asked if there are reports regarding a particular vehicle. Ms. Valois said probably so, but people won't call into the Housing Authority to report it because of the fear of retribution. Ms. Terrell spent some time encouraging Resident Advisory Board members to phone in any issues they have. She assured residents that Housing Authority staff practice strict confidentiality regarding complaints (i.e. other residents aren't told by Housing Authority staff that you are the one that called in). She said that the Housing Authority wants to address problems, but doesn't have a chance to do so if residents don't report the issue. Ms. Valois commented that sometimes the loudest complainers are the ones who don't call and Ms. Norton said that a lot of people have a guilt complex themselves. Ms. Valois added that there is a problem with roaches at the Tower, but people will not call in the problem that the Housing Authority can spray. Ms. Terrell explained the procedure for placing a unit on the spray list. She added that if the Housing Authority finds that a resident's lack of action in reporting the problem contributed to making it worse, they will be charged for damage, etc.

Ms. Baker complained that there have been four break-ins at the Hi-Rise and asked what the Housing Authority is going to do about the problem. Lynn Greenland addressed the question and said that, based on comments from the residents at the Hi-Rise regarding this issue; the master locks in all the unit doors would be changed at the Hi-Rise. She said that this would start on August 23<sup>rd</sup> and notices would be going out to residents on August 19<sup>th</sup>. She said that the master key will change, but a resident's key will still work.

Ms. Valois said that there was a bicycle stolen from the Tower and she didn't know if it had been reported. She said it was Mary Louise's son and that the bike was not locked up.

Melissa explained that each Resident Advisory Board member does not have a copy of the plan in front of them because this is not the final copy and the Housing Authority is trying to save a little money. She asked who needed a copy and handed out several drafts for review during the meeting. She said that once there is a final copy, each Resident Advisory Board member will get a copy and there is always a copy on review at the Housing Authority.

Julie Lee took over the meeting to review Capital Fund. She said that this plan is for 2005 Capital Fund and the earliest that any of this money would be received by the Housing Authority would be late 2005 or early 2006. She said this budget is based on \$660,808 which is the amount received in 2003. Those were the most recent figures available at the time the budget was being put together. She said that they first plugged in the items that we've had yearly such as salaries and that the police contract was funded after feedback from residents. Also landscaping and tree trimming and preventative maintenance were funded. She explained that the Housing Authority is now on a cycle of replacements so that there aren't surges of replacement costs. She also said that a maintenance replacement vehicle and regular allocations for maintenance and office equipment were funded. She said after these items were plugged in, the Housing Authority prioritized other needs based on "health and safety" items coming in as a priority. She said the only non-health and safety items were the replacing and repairing of signage at the Tower and purchase of three computers for the Resident Councils that are off icing out of the community center building.

She said one of the large expenses considered a health and safety need is at the Hi-Rise. The exterior drive-it is discolored and the brick is spawling. After review of the site, it is possible that there is water damage, so this needs to be taken care of. Also, at the Tower, the lighting in each kitchen will be upgraded to be a 4 bulb fixture. This is because the new ranges did not have lighting in the kitchen and it was determined that without that lighting, it needs to come from somewhere else. She said there is also two heating boilers at the Tower that need to be replaced ASAP. She said a lot of large work items were decreased because the correction of the exterior water damage at the Hi-Rise is going to use about 30% of the Capital Fund money. It is budgeted to cost \$210,000 and could be more.

Ms. Valois commented that when they ordered the stoves, they didn't measure them and residents have to go out to buy special, smaller pans to cook in. Julie said she did not realize the size would vary so differently when they were ordered. Ms. Valois also complained that they are hard to get stuff out of because of a lip on the edge and it is easy to drop stuff. She said they also do not keep a true temperature. She said the overall consensus of residents is that the stoves stink! Julie apologized and said a lot of lessons were learned from that process and it will be approached differently next time.

Mr. Russell had a question about the brick work at the Hi-Rise. He asked if an engineer has looked at it. Julie said, yes, the Housing Authority identified what they think the problem is and took pictures which were forwarded to the architect. He identified two possible causes and the budget was based on this. Once they are on site, they will do a more detailed look at it, but it shouldn't be anything different from what was identified. Mr. Russell said he was concerned that the budgeted amount could easily double. Julie responded that the Housing Authority believes they have adequately assessed the problem and budgeted accordingly. She said if there is interior water damage, then it will be more, but that there has been no evidence of this found to date. There was a question about whether the same material will be used. Julie said, no, the water problem will be fixed and then they will use new materials. There was a question about what a drive-it is. Julie explained that it is the tan stuff that is the top band around the windows. She added that they will also be doing more energy efficient things as they change out. Julie concluded by saying she thinks the amount budgeted is adequate and based on solid information.

Ms. Valois asked about the furniture at the Tower and wanted to know if all of the floors and the lobby will get new furniture. Julie responded that the money is coming from 2003 Capital Fund and there is \$36,000 to spend on furniture for both the Hi-Rise and the Tower. So, no, furniture will not be purchased for every floor and the lobby too. The Housing Authority will have to prioritize the need based on health and safety needs, durability and resident comments obtained through recent surveys.

Ms. Valois asked if the Housing Authority would be keeping the Elder Care Grant Worker at the Tower and the Hi-Rise. Julie Lee explained that the current grant was for three years and that it expires on September 23, 2004. She said the Housing Authority submitted another grant for 2004, but probably won't hear whether it has been funded until after the first of 2005, so there will be a gap in services. She also explained that the grant is competitive, so there is a chance that we won't get it at all. However, she added, that this time the Housing Authority added a wellness and congregate activities portion to the grant that would provide some exercise options and crafts, games and activities.

Melissa commented that this is not the resident's last chance to comment on the Plan. She reminded members of the Public Hearing scheduled for September 14, 2004 at 5:30 p.m. here at the Housing Authority office. She said that will give members a chance to further review the plan and make additional comments if necessary. She also added that the Housing Authority will accept written comments.

Ms. Norton asked if any of the grants have any bearing on the upcoming election. Julie said, no, they really don't. She said that the things that are mostly at risk are the Operating Subsidy and the Capital Fund. Those things are determined in a bill by congress. She said the competitive grants such as ROSS already have money there for the winners of the grant.

Ms. Baker asked that when they get new stoves at the Hi-Rise, if she could opt to keep her old one. Lynn answered, no, that in the past if a stove is determined to need replacement, the resident cannot opt to keep it. Ms. Baker asked if she could request not to get the stoves like the Tower got since they sound like they were such a problem. Julie said that the Housing Authority has learned from the experience and will not be getting that kind again. Ms. Baker added that she is not for buying foreign stuff. Lynn explained that the Housing Authority has a strict procurement policy and must go with the lowest bid for a comparable product and sometimes it is US made, but sometimes it is not.

Mr. Russell commented that there is a lot of dilapidated housing near the public housing houses. He said it is really hard for residents to get anything done about it with code enforcement and he would like to see the Housing Authority use their pull to get something done. He added that when residents move in and the place next door has grass that is really high it is a problem for the new resident (bugs, etc). He said he would like to see the Housing Authority start the process to get the grass cut before the new residents move in. He said he knows code enforcement is overloaded, but the Housing Authority inspectors could get it reported before the new resident moves into public housing.

Melissa concluded the meeting by thanking Resident Advisory Board members for their participation and reminding them to sign in. She asked that each member let their fellow residents know what was discussed at the Resident Advisory Board and advise them of the Public Hearing on September 14, 2004. The meeting concluded at 4:00 p.m.

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

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

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

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

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (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. (list below)

Other: (list below)

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

The Consolidated Plan of the City of Shawnee supports the efforts of the Authority in providing low-income rental assistance both through the Public Housing and Housing Choice Voucher Programs. Furthermore, we are in consultation with each

other to further develop possible rental assistance as well as homeownership opportunities for low to moderate income families.

**D. Other Information Required by HUD**

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

## Attachments

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

### **Attachment A**

# **Deconcentration & Income Targeting Policy**

### **PUBLIC HOUSING:**

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

### **Income Targeting:**

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

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

1. 10% of public housing waiting list admissions during the PHA fiscal year;
2. 10% of waiting list admission to the PHA's Section 8 tenant-based assistance program during the PHA fiscal year; or
3. The number of qualifying low income families who commence occupancy during the fiscal year of PHA public housing units located in

census tracts with a poverty rate of 30 % or more. (For this purpose, qualifying low income family means a low income family other than an extremely low income family.)

The HUD FY2004 Income Limits and Fair Market Rent Data show the Median Income for Pottawatomie County is \$52,100. Thirty (30) percent of the median income is \$15,630.

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

# of persons	1	2	3	4	5	6	7	8
Amount	10,950	12,500	14,050	15,650	16,900	18,150	19,400	20,065

The Authority has reviewed the new admissions for FY 2003 and has determined that the HUD requirement of 40% of new admissions being extremely-low income families has been met.

The Authority executed 211 new leases and of the 211 new leases, 181 of the new leases were extremely-low income families. This represents a total of 86% of new admissions being extremely-low income families.

The Authority will continue to monitor the new admissions to adhere to the 40% requirement of extremely low-income for new admissions.

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

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

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

**Deconcentration:**

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

The Authority has six developments with the following characteristics:

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

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

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

The following is a table that identifies the covered developments.

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

95-7 project

General Occupancy 26

Y

The Authority has determined in all covered developments due to size, location, configuration, proximity and census tract that no developments are negatively impacted in terms of deconcentration, therefore, meeting the Code of Federal Regulations regarding deconcentration outlined in 903.2 (iv).

**SECTION 8 TENANT-BASED ASSISTANCE:**

**Income mix targeting:**

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

*The total Section 8 New Admissions for FY2003 were 160. 126 or 79% of new admissions were extremely low. Therefore, meeting the requirements for income targeting.*

Attachment B

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

## ***GENERAL***

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

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

- 1) Contribute eight hours per month of community service, each month, or
- 2) Participate in an economic self-sufficiency program for eight hours each month

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

## ***EXEMPTIONS***

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

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

- D) Family members engaged in work activity as defined in Section 407 (d) of the Social Security Act (42 U.S.C 607(d)) below.
- E) Family members who are exempt from having to engage in a work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F) Family members receiving TANF assistance, benefits, or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who have not been found by the state or other administering entity to be in non-compliance with such program.

### ***WORK ACTIVITY***

Job search and job-readiness assistance Is described by Section 407(d) of the Social Security Act (42 U.S.C. 607 (d)) as the following:

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

To qualify under any employment category, a non-exempt public housing resident should work a minimum of 30 verifiable hours per week. However, the minimum number of hours for a work activity exemption as described

above is ten verifiable hours. The Housing Authority will consider work activity exemptions that fall between ten and thirty hour per week on a case by case basis in a fair and consistent manner.

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

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

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

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

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

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

The Authority shall identify all adult family public housing residents about the reinstatement of the Community Service and Self-Sufficiency Requirement by July 31, 2003.

An adult is a person who is:

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

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

The notification will advise families that their community service obligation will begin on August 1, 2003. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination. By October 1, 2003, the PHA will assure that all residents who are required are fulfilling their community service or self-sufficiency requirement.

### ***VOLUNTEER OPPORTUNITIES***

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

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

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

## ***THE PROCESS***

At the first annual reexamination on or after August 1, 2003, and each annual reexamination thereafter, the Authority will perform the following:

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

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

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

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

A resident who was delinquent in community service hours under the lease in effect at the time of suspension will be required to fulfill his/her requirements for FY 2001, provided that resident was given notice of non-compliance prior to the expiration of the lease in effect at that time. A copy of that notice of non-compliance was included with the written notice to residents about re-instatement of the community service requirement. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance with any delinquent community service requirement and current requirements.

### ***OPPORTUNITY FOR CURE***

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

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

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

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

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

In implementing this service requirement, the Authority shall not substitute community service or self-sufficiency activities performed by residents for work ordinarily

performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

### ***GRIEVANCE***

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

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

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

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

- 7) Partner agencies offering opportunities: The Authority has obtained a variety of listings from the court system of agencies who participate in an existing community service program. In addition, with participation from our Resident Advisory Boards, we will be identifying additional eligible activities.
- 8) Process to cure non-compliance: The process of cure for non-compliance is outlined in the written policy per attached addendum.
- 9) The Community Service Requirement was suspended for FY 2002. It became effective with the signing of the FY2003 HUD/VA Appropriations Act on February 21, 2003.
- 10) PIH 2003-17 regarding re-instatement of the Community Service Requirement was issued June 20, 2003.
- 11) The Authority notified all adult public housing residents of the requirement before July 16, 2003 and the community service obligation became effective for this Authority on August 1, 2003.
- 12) By October 31, 2003, the Authority will assure that all affected residents are performing their community service or self-sufficiency requirement.

## Attachment C

### Membership of the Resident Advisory Board

To date, there have been two 2004 meetings of the Resident Advisory Board. The first was on February 18, 2004 and the second was on May 26, 2004. There are two additional Resident Advisory Board meetings that will be held in 2004 (August 18, 2004 and November 17, 2004). The 2003 meeting of the Resident Advisory Board was held on August 19, 2003 and the 2002 meeting was held on September 18, 2002. The RAB consists of a total of 15 residents. Eleven of those members represent each of the Public Housing development sites within the Housing Authority. The number of representatives each council or site contributes to the RAB was determined by the number of public housing units in each development site. Sites with less than 50 units are allowed one representative on the RAB while sites with over 50 units and fewer than 100 units are allowed two representatives. Four of the members represent the Section 8 Housing Choice Voucher Program

RAB representatives are appointed by resident councils that have duly elected officers and are set up according to 24 CFR 964. In development sites where no resident council of this nature exists, the Housing Authority appoints the representatives with preference given to any resident that has expressed interest in being involved in the resident organization process. In the Section 8 Housing Choice Voucher program, the Housing Authority appoints the membership with preference given to residents involved with the Family Self-Sufficiency program. The following is a breakdown of the RAB membership:

**Project 95-1** (units west of Kickapoo) is represented by the H.O.P.E. (Helping Our Program to Excel) Resident Council. The two resident council members appointed to the RAB are Jonice Collins of 908 W. 9<sup>th</sup> St. Shawnee, OK and Ina Boone of 904 W. 9<sup>th</sup> St. Shawnee, OK.

**Project 95-1** (Milstead) is represented by the Milstead Resident Council. The one resident council member appointed to the RAB is Nora Norcutt of 8 Milstead Circle, Shawnee, OK.

**Project 95-2** (Hi-Rise) is represented by the Hi-Rise Resident Council. The two resident council members appointed to the RAB are June Baker of 101 W. 10<sup>th</sup> St. Apt 302, Shawnee, OK and Gladys Ellington of 101 W. 10<sup>th</sup> St Apt 230, Shawnee, OK.

**Project 95-3** is represented by the Dream Team Resident Council. The two resident council members appointed to the RAB are James Russell of 1034 W. Dewey, Shawnee, OK and John Lupton of 321 N. Louisa, Shawnee, OK.

**Project 95-5** (Tower) is represented by the T.A.G. (Tower Action Group) Resident Council. The two resident council members appointed to the RAB are Bette Norton of 1130 E. Independence Apt 206, Shawnee, OK and Joan Valois of 1130 E. Independence Apt 521, Shawnee, OK.

**Project 95-6** is represented by the Neighborhood Apartments Resident Council. The resident council member appointed to the RAB is Ermand Patty Prewett of 1002 W. 7<sup>th</sup> Apt 30, Shawnee, OK.

**Project 95-7** is not currently represented by a resident council. Repeated efforts to organize residents in this area have not been successful. Therefore, the Housing Authority appointed one resident, Roy Blackshire of 20 Timer Creek, Shawnee, OK to represent the project on the RAB.

**Section 8 Housing Choice Voucher Program** is represented by the following residents appointed by the Housing Authority: Connie Casteel of 130 E. 45<sup>th</sup> Apt 14G Shawnee, OK; Angela Barnes of 1514 N. Shawnee, Shawnee, OK; Shaquetta Blackshire of 130 E. 45<sup>th</sup> Apt 10 O, Shawnee, OK; Virginia Kinkade of 128 N. Draper, Shawnee, OK.

**Resident Advisory Board Meeting  
Shawnee Housing Authority  
December 18, 2003**

The Resident Advisory Board met on 12-18-03 at 3:00 p.m. There were two members present: Ermand Prewett (representing Project 95-6) and James Russell (representing Project 95-3). Shawnee Housing Authority staff present were: Randy Thomason, Executive Director; Julia Lee, Grants Coordinator; Lynn Greenland, Special Programs Manager.

Lynn Greenland opened the meeting by welcoming the members and introduced Julia Lee who then discussed the revisions to the 2004 Agency Plan. First, on page 2 of the 5 year plan, it was amended to show that Shawnee Housing Authority will demolish obsolete land. Second, on the C.P. table, money was added to the front for a security improvement at the Hi-Rise. Residents there requested an accordion type partition in the Kitchen. The money for this was taken from office supplies and repairs that were not needed at the Tower. Third, on Section 8 of the plan, it was amended to show the demolition/disposition of surplus land starting November 2003 to June 2004.

There were no questions at this time and Julia turned it over to Executive Director, Randy Thomason, for further explanation. Randy went into more detail about why we made the changes outlined above. First, the Housing Authority has gotten input from residents and staff prior to submitting the plan that supported these changes. HUD quit the funding of new PH units and it is basically HUD's philosophy that they do not want to see expansion of existing PH units. Rather, they want "affordable housing" where Housing Authority's are partnering with other agents in the community. Randy explained that the private business sector is now approaching Shawnee Housing Authority to partner to provide affordable housing. The current company that we are working with for developing housing was selected through the RFP process. They started with a desire to find land that would allow the project to proceed quickly. The tax credit application is due this year, by January 15, 2004. The particular piece of land being discussed (adjacent to the Shawnee Housing Authority main office and maintenance building), was purchased with HUD money, so in order to release this land to the development company, HUD would be required to "release" the land. This particular piece of land has the potential to produce 30-35 houses on the land that we already own. The land would be sold to the developers for the development of affordable rental properties. Rental property is the kind being developed right now because that is the type of tax credit that is available. After approximately 15 years, there would be an option for the resident to purchase the home at a discounted price. Randy explained that the architecture of this type of property, while modern, will be able to blend in nicely with the existing neighborhood, but these houses will not have the look of traditional Public Housing Units. This will be a neighborhood.

Randy shared the Plans and Survey Plats for this property with the Resident Advisory Board members. These documents are available through Randy for any other members of the Resident Advisory Board to review. Randy opened it up for questions.

**Resident Question:** Where is the land?

**Answer (Randy Thomason):** Right here on Seventh St, adjacent to the main Shawnee Housing Authority office

**Resident Question:** What types of units would be built?

**Answer (Randy Thomason):** All 3 bed room, possibly small basement or multi-level set up depending on elevation of the land. This type of a project is a good way to promote affordable housing. HUD doesn't want Housing Authority's to own surplus land, wants Housing Authority's to divest themselves of the property. And another end result of the Housing Authority working with the developers on projects like this is that we'll gain a working knowledge of how tax credits operate.

**Resident Question:** This sounds like a nice project. The problem now is that my family is stuck in a two bedroom unit with two kids (they are both girls). It would be nice to have some homes in this new

site that are 2 bedroom so that we could qualify for them. Because some folks will just qualify for only a 2 bedroom.

**Answer (Randy Thomason):** It is a possibility that we could look at suggestions and factor them into the development. In fact, that is why we are here today, to get resident input about this project. There have been no Public Housing units built here in many years. This is a way to add new affordable housing options. There is also a likelihood that the Housing Authority would own the property at the end of the 15 years if residents did not purchase them for themselves.

Randy asked the group what they think about developing affordable housing with Private Sector developers utilizing tax credit and other funding sources. Do you think it is useful? Is this what residents want? Both Mr. Russell and Mrs. Prewett said, yes, this is a good idea and will help residents.

**Resident Comment:** People live in Public Housing for a reason and they surely can't afford a home in the private sector right now. Projects like this open up a chance for PH residents to own a home someday.

**Resident Comment:** I have a concern that the tax credits are limited and know that some controversy about it has arisen lately. Do we have to have City approval for tax credits?

**Answer (Randy Thomason):** Yes. The City has been positive on this project. Most activity of the City Government has been positive with respect to this project. Randy explained a little about how Shawnee City is focusing on re-developing the downtown area and how this project falls into line with the Revitalization and Economic Development plans already adopted by the City.

**Resident Comment:** I have talked to residents about affordable housing. Most are in agreement that we need it in our community. This is one of the greatest programs from Housing in a long time. I can't find a thing wrong with this idea. It is very positive. When we can turn a ditch into housing, what're we waiting on?

Randy explained that the Apartments behind the current Prince Hall area are being followed through on. The company that is doing that project (Farnham) has contacted us to partner with us. The parent company of this company is an architect company. They incorporate retro features into their developments that contribute to the "neighborhood atmosphere" of the site and these are positive things like sidewalks and front porches. This promotes interaction with neighbors and connection to others in the community. There is a lot of merit to this idea.

**Resident Comment:** A whole lot of merit.

Randy said we are still searching for a positive and appropriate name for the development site. Also, the Housing Authority is being a lot more involved in attending the City meetings and being involved in the downtown renovation and revitalization.

**Resident Comment:** I like the idea of making it a neighborhood. You get decreased crime and increased contact with others when you know your neighbors in that way.

Randy noted that the development for the elderly that is slated on Saratoga Street behind Arvest Bank off of Kickapoo has a June application date for the tax credits. The development site here by the office has a June application deadline for the tax credits. Randy concluded by saying that the Housing Authority is also interested in being involved in "in-fill" housing where one or two houses have become blight and need to be demolished. When they are demolished, new units would be added that would revitalize the area. This type of housing is not self-perpetuating, but it is part of our mission too. Hopefully, projects like that will be possible after we get a few affordable housing developments under our belts.

Meeting adjourned at 4:05 p.m. Next meeting will be February 18, 2004.

**Resident Advisory Board Meeting  
February 18, 2004**

**In attendance:** Patty Prewett and Cynthia Jones (95-6); Bette Norton and Joan Valois (95-5); Ida Lou Morgan (95-1 MST); James Russell and Russell Fuchs (95-3); Gladys Ellington and June Baker (95-2); Jonice Collins (95-1); Connie Casteel (S8); Lynn Greenland and Julia Lee (Housing Authority)

Lynn Greenland called the meeting to order at 3:05 p.m. She explained her role was as facilitator of this meeting, that the meeting was for the residents. Everyone introduced themselves and stated what development site they represent.

Julia Lee presented a training packet (attached) about the Public Housing Agency plan. She said that the Agency Plan is one of the most important documents and she uses it as a guide in her daily work at least one time a week if not more often. Residents have an opportunity to review the plan when changes are made or to have it available to them when there are questions from residents in your development site. The 5 year plan includes the mission and the long range goals of the Housing Authority. The Annual Plan is more specific and it is really the nuts and bolts of the Housing Authority operation. It contains information about how money is allocated and what it is to be used for. It has the Capital Fund reports and progress (this is what Julie goes to at least weekly). This is the best place to get an overview of what the Housing Authority is doing and the Housing Authority is all about. Resident comments, information about what Public Comments are and Resident Advisory Board approval of the agency plan are included here.

Julia explained that when QHWRA was passed in 1998, it said that Housing Authorities were going to have more flexibility about how they use their funds. In a sense, it was a relaxing of rules and regulations. As a result, Housing Authority's must then be accountable for what they're doing. The Public Housing Agency Plan was the answer to that. It allows for a Public Process of its approval so that the Public and residents can have a chance to not only see what the Housing Authority is doing, but to have a chance to make comments and suggestions about what they're doing.

The Capital Fund is a good place where Residents can give input to the Housing Authority about the needs that they see at each development site. You can really see the input of residents on the way the Capital Fund is expended. The Shawnee Housing Authority does not take a token view of the Resident Advisory Board. We want the input of our residents because it makes us better. A good example is that at our last Resident Advisory Board meeting there was feedback that we should consider development of 2 bedroom houses as we pursue affordable housing options. This comment was included and the Housing Authority will consider this advice as the time comes. The best was that any single individual can make a difference within the Housing Authority is by participating on the Resident Advisory Board.

Also, the Shawnee Housing Authority Board approves or disapproves of the plan once it is done. If we decided not to do a Public Housing Agency plan, then we would lose funding and HUD could ultimately come in and impose sanctions on us.

That is why we are having more frequent Resident Advisory Board meetings. We want to make sure that our residents not only have an opportunity to speak up and be heard throughout the year, but we also want to make sure that we take the time to train our Resident Advisory Board members about the different aspects of the Public Housing Agency plan, Capital Fund, etc.

Mr. Russell asked: "How can we be more involved in the budgetary process?" Julie said there are several aspects of the process and tried to clarify which one Mr. Russell was making a reference to. Mr. Russell said, "All of them, but especially the operating subsidy." Julie and Lynn both said that the specifics of the operating budget are outlined by the Executive Director. However, simply by attending Resident Council meetings and making sure that resident's needs and desires are voiced at the meeting,

the residents are already having an influence on the operating budget. A good example is the upcoming Computer Training Class and the Tenant Services Money.

Mr. Russell asked: "To effect changes in the policies or rules of the Housing Authority, can we have a Resident Advisory Board meeting other than quarterly?" Lynn explained that the only guideline in regulations is that the Resident Advisory Board must meet at least one time annually to approve of the Public Housing Agency Plan. Other than that, she does not see a problem with more frequent meetings for appropriate purposes, if the members express a need for this.

There being no further questions, we moved to agenda item #3, Discussion and possible action regarding the disposition of former WISH team property, equipment and records. Lynn explained that previously the residents had been represented by one Resident Organization, the WISH team. The WISH team had some operational problems and the Housing Authority Board voted to stop recognition and funding of the group. After this, the group dissolved. However, there was some property and a van remaining. The Housing Authority received a request to secure this property and the van on behalf of the residents and because these things were purchased with HUD Resident Funds, they belong to the residents. Therefore, the Resident Advisory Board Members are being given the responsibility of determining what to do with these items. Lynn provided a detail list (see attached) of all items formerly belonging to the WISH team now in possession of the Housing Authority.

Ms. Valois of the Tower spoke first and suggested that the items be sold and dispersed equally among the Resident Councils. Mr. Russell responded and said that the Resident Advisory Board shouldn't consider getting rid of the van because it could be used by the Resident Councils. Together, the Resident Councils could get insurance and could check out the van for use as needed. Ms. Casteel (S8) clarified whether they were talking about individuals checking out the van for use or just Resident Councils. The response was that it would be for Resident Council use, not individuals, that was where part of the problem originated before. Lynn explained to the group that Ms. Casteel represents the Section 8 Residents and that the S8 groups do not have Resident Councils. Mr. Russell said he didn't have a problem with the S8 groups having access to the van. He explained that it needs some work and that he has someone out at Gordon Cooper willing to paint it and that this is the biggest cost. There was a question about whether or not a CDL license would be required to drive the van. Right now it does require this, but Mr. Russell said that they could just remove some seats and not have to have a CDL. Several individuals expressed concern that they could not get someone at their site to drive the van. Mr. Russell said this wouldn't be a problem; he could have his group provide one.

Mr. Russell is proposing that his group work on figuring out what the cost would be to get the van up and running. He would then have the Dream Team Resident Council write out a proposal about how use of the van would work and how it would be funded. He would provide this to each Resident Council and then split the cost among Resident Council's willing to participate.

Both of the Tower representatives said that they didn't think the project would be feasible for their site. They remember the conflict of the previous van route and don't want to have anything to do with this. Mr. Russell said that his group is not the WISH team and will not operate the van as such. Tower reps still express no interest in the project. They said before they could commit to anything, they would need to take this before their residents at a meeting. They asked if a decision could be put off today. Mr. Russell said that this had waited for too long and said some type of decision should be made today.

Hi Rise Representative Gladys Ellington said she didn't think the Hi-Rise Resident Council would be interested. She thinks the cost of operating would be too high. The other representative, June Baker, said that the van could be useful.

Project 95-1 representative, Jonice Collins, said that it is a good idea and she is in support of it. Her site would just need someone who could drive.

The Milstead representative, Ida Lou Morgan, said that most of the residents of Milstead have their own vehicles and that they really don't have a great need for this.

The Project 95-6 representative, Patty Prewett, said that she agrees with Mr. Russell on the van project.

The Section 8 representative, Connie Casteel, was also in support of the project. She expressed concern over how the Section 8 residents could "buy into" the project because they do not have any HUD funding set aside like PH residents do. Mr. Russell responded that he felt if S8 had an event, they could probably use the van.

Lynn tried to clarify with the group and with Mr. Russell what is seen as the next step regarding the van. The group identified that they would have to get the title transferred over from the WISH team. The Housing Authority does not have the title, but has a copy of it. There was a question about ownership of the van. Lynn replied that the van was owned by the WISH team and because they no longer exist, the van belongs to the Housing Authority residents. Mr. Russell said it is no big deal to get the title put over in the name of the Resident Advisory Board. Lynn and Julie expressed concern about this because the Resident Advisory Board does not have articles of incorporation. Mr. Russell said this is not a problem.

Lynn noted that the lines of division about the van are such that General Occupancy development sites are in support and the Elderly/Disabled sites are not. Mr. Russell said he thinks the E/D sites aren't seeing the full potential of the van.

Two questions were posed of the group:

- 1.) Regarding the office supply items left over from the WISH team; do you want them to remain in the safeguard of the Housing Authority at the Community Center until such a time as the distribution of the items can be determined by the Resident Advisory Board? Resident Advisory Board members unanimously supported this question.
- 2.) Regarding the former WISH team van, do you want the Dream Team Resident Council to take the lead in determining the cost involved in getting the van up and running and, once that is determined, have the Dream Team Resident Council present a proposal to each Resident Council regarding cost to "buy into" the project to participate? All were in favor of this question. The Tower representatives clarified that while they are not interested in participating in the project, they don't want to prevent other Resident Councils from doing so.

The next meeting of the Resident Advisory Board will be on May 19, 2004 at 3:00 p.m. At that meeting, the group will be trained on Capital Fund and may discuss any further details regarding operation of the van and distribution of office equipment/supplies from the WISH team.

Lynn thanked everyone for participating and said that the Resident Advisory Board is a powerful group that can effect positive changes within the Housing Authority. Mr. Russell commented that he appreciates the Housing Authority taking the time to educate residents about the Public Housing Agency Plan.

Meeting adjourned at 4:20 p.m.

**REGULAR MEETING OF THE RESIDENT ADVISORY BOARD  
HELD MAY 26, 2004**

The Resident Advisory Board of the Housing Authority of the City of Shawnee, Oklahoma, met in Regular session on May 26, 2004 at 3:00 p.m. in the Housing Authority Board/Training Room at 601 West 7<sup>th</sup> Street, Shawnee, Oklahoma.

The meeting was called to order by Julia Lee for Lynn Greenland as she was unable to attend the first part of the meeting.

Members President: Gladys Ellington  
June Baker  
Jonice Collins  
Ina Boone  
Nora Norcutt  
James Russell

All Participants introduced themselves and told what project they were representing.

Julia Lee gave a brief presentation about the Capital Fund Program and answered questions.

A discussion about ideas for future Capital Fund Expenditures was held. James Russell said that with regard to the contract with the City of Shawnee for \$42,000.00 the Authority was not getting what we pay for. He said the Dunbar area could be better served with a security system and neighborhood watch group. He said this development does not want to fund the Police contract any longer and that residents want the contract terminated. He said that there had been inadequate oversight by the Authority and that it had not been overseen properly.

He also said that he would like to know ahead of time the agenda and would like to be able to put items on the agenda so it can be taken up before the Resident Advisory Board. Mr. Russell also suggested having a portion of the Capital Fund budget be used for computers and computer training for the residents. He commented that he did not believe that a training here and there was accomplishing much. He said that cutting the police contract would allow the funds to be used elsewhere and would allow for some of the money to be used for computers and training for residents.

The next item on the agenda was discussion regarding the status of the resident van and former WISH team property. Mr. Russell updated the group on the van. Members were informed that the tag, title, and tax had been taken care of and that the van was well on its way to being repaired. He said that his resident council was working on sealing the top of the roof to prevent further rust. He told the members that they had a local painter that would paint it free of charge. It was recommended that the WISH team records be boxed, sealed and stored for an indefinite time.

Nora Norcutt asked if the van would be for all residents to use. Ms. Greenland explained that the elderly sites had voted to opt out of the use of the van and that general occupancy were helping pay the cost of operation of it. She also reminded everyone that the Resident Advisory Board was on the title of the van so no one resident council would be able to monopolize its use.

Ms. Greenland reminded the Resident Advisory Board of the upcoming meetings on August 18, 2004 and November 17, 2004 at 3:00 p.m.

Mr. Russell asked that it be noted that no comments regarding the police contract were made by Housing Authority staff or residents during this meeting. He also said that he would like the assessment of the community center to include a discussion of the acoustics.

The meeting adjourned.

Note: A joint meeting of Dream Team Resident Council members, Housing Authority staff, and Police Department representatives was held on June 24, 2004 to further discuss issues that surfaced during this Resident Advisory Board meeting. Minutes of that meeting are available upon request. Also, each individual Resident Council was consulted for their feedback regarding the police contract. Minutes of those meetings are available upon request.

Received August 31, 2004, Resident Comment received from James Russell, Chairman of the Dream Team Resident Council and RAB member.

Dear Coordinator,

The City of Shawnee Police Department continues the stereotyping of, and blatant discrimination toward the residents of Public Housing. This issue was specifically addressed at our recent meeting with the police department, which denied allegations of such, and obviously has no intention of even taking this matter seriously. The Dream Team Resident Council has received no cooperation from the police department in establishing a neighborhood watch, despite numerous contacts over the past two years and specifically addressing this issue at our meeting with the police department. During the past two years the police department has enthusiastically assisted other groups in forming a neighborhood watch (Milstead, Oaklawn, Wilson, etc.), while ignoring our plea for cooperation. This pattern of "Good Ole Boy" discrimination is a well documented fact and unacceptable to the Dream Team. The Dream Team is vehemently opposed to continuing any contracts with the police department, or any other City Department, until such time as the City of Shawnee adopts legislation addressing Human Rights, Civil Rights and Discrimination, thereby ending the "Good Ole Boy Era" of the City of Shawnee.

## Attachment D

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

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

1. **Goal: Expand the supply of assisted housing.**
2. **Goal: Improve the quality of assisted housing.** The Shawnee Housing Authority continued to be a High Performer in PHAS with a score of 91% for FY2003 and a SEMAP Score of 100% for FY2003. Customer satisfaction continues to improve in many of the developments as evidenced by the increased scores of the RASS survey. The Capital Fund Program allocations were used to renovate and modernize Public Housing units by completing such items as roof replacements, appliance replacements, parking lot replacements, and bathtub replacements as well as other items. The Asset Management plan was completed in 2003.
3. **Goal: Increase assisted housing choices.** On June 10, 2003 the Authority approved a Section 8 Administrative Plan that elected to offer the homeownership option. On June 22, 2004 the Housing Authority of the City of Shawnee applied for Housing Counseling funds as a Local Housing Counseling Agency.
4. **Goal: Promote self-sufficiency and asset development of assisted households.** In 2003 the Housing Authority of the City of Shawnee received funding for the Resident Opportunity and Self-Sufficiency Homeownership Supportive Service grant. The Authority also continues to operate a Family Self-Sufficiency Program.
5. **Goal: Manage the Authority's existing public housing programs in an efficient effective manner and continue to qualify as a high performer under PHAS and SEMAP.** The Shawnee Housing Authority continued to be a High Performer in PHAS with a score of 91% for FY2003 and a SEMAP Score of 100% for FY2003. The Capital Fund Program allocations were used to renovate and modernize Public Housing units by completing such items as roof replacements, appliance replacements, parking lot replacements, and bathtub replacements as well as other items.
6. **Goal: Provide a safe and secure environment in the Authority's public housing developments.** The Shawnee Housing Authority and the City of Shawnee Police Department continue to implement a contract for supplemental law enforcement services which assists the Authority in ensuring that appropriate and timely action is taken for resident and applicants that violate criminal law or the lease and related rules and regulations. The capital fund needs assessment assigns a higher priority to needs that pose a risk to health or safety.
7. **Goal: Expand the range and quality of housing choices available to participants in the Authority's tenant based assistance program.** The Authority continues to maintain a utilization rate of at least 97%. The Housing Authority of the City of Shawnee was approved as a HUD Approved Housing Counseling Agency on May 3, 2002 and applied for Housing Counseling funds on June 22, 2004 as a Local Housing Counseling Agency. On June 10, 2003 the Authority approved a Section 8 Administrative Plan that elected to offer the homeownership option.
8. No follow-up plan was required regarding the last Resident Assessment of Service and Satisfaction (RASS)

## Attachment E

### Criteria for Substantial Deviation and Significant Amendments

#### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

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

##### GOALS

- Additions or deletions of Strategic Goals

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

##### PROGRAMS

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

##### CAPITAL BUDGET

- Additions of non-emergency work items (items not included in the current Annual Statement or Five Year Action Plan) that exceed \$25,000.00 per item or a change in use of replacement reserve funds that exceed \$25,000.00 per use

##### POLICIES

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

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

## Attachment F

### **Section 8 Homeownership Program Capacity Statement**

The Housing Authority of the City of Shawnee will require that financing for purchase of a home under its Section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector Underwriting standards.

## Attachment G

### **Intent to Apply for Elderly/Disabled Service Coordinator**

According to PIH Notice 2003-22 dated September 11,2003 Housing Authority's are able to include as an add-on to their operating budget funding for a Elderly/Disabled Service Coordinator. The Housing Authority of the City of Shawnee received a comment from a resident at the RAB meeting on August 19, 2003 that suggested applying for additional funding to supplement the existing ROSS program for Elderly and Disabled. In response to this comment it is the intent of the Authority to pursue the funding for the Elderly/Disabled Service Coordinator. (This paragraph is serving as the required inclusion of program intent as required by the notice).