

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2008

PHA Name: Housing Authority of the City of Guthrie OK055

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: GUTHRIE HOUSING AUTHORITY **PHA Number:** OK055

PHA Fiscal Year Beginning: (04/2008)

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Harlan Krusemark Phone: 405-282-3246
TDD: 405-282-2884 Email (if available): guthriehousing@sbcglobal.net

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

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

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

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

Streamlined Annual PHA Plan
Fiscal Year 20
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO.** If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

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)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: 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:

5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

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 on its waiting lists 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 State of Oklahoma Consolidated Plan identifies the need for affordable housing.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <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
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	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
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Resident Job Training Program Added.	Annual Plan: Management and Operations
X	VAWA Policy added to GHA Policies.	Annual Plan: Management and Operations
X	Resident Advisory Board Minutes on Discussion of Annual Plan Submission, Attached	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP/RHF) Part I: Summary					
PHA Name: Housing Authority of the City of Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56PP05550108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 20,000.00			
3	1408 Management Improvements	\$ 10,000.00			
4	1410 Administration	\$ 10,000.00			
5	1411 Audit	\$ 3,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$8,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 54,326.00			
10	1460 Dwelling Structures	\$ 76,225.00			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	\$ 1,500.00			
13	1475 Nondwelling Equipment	\$ 3,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 5,000.00			

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP/RHF) Part I: Summary					
PHA Name: Housing Authority of the City of Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56PP05550108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$ 3,190.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 194,241.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 22,950.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$ 65,600.00			

13. Capital Fund Program Five-Year Action Plan

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 Guthrie			Grant Type and Number Capital Fund Program Grant No: OK56P05550108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide A-3	Operations	1406	1	\$ 20,000.00				
HA Wide A-9	Mang. Imp. Staff Training,	1408	1	\$10,000.00				
HA Wide A-3	CFP Staff	1410	1	\$ 10,000.00				
HA Wide A-2	Audit	1411	1	\$ 3,000.00				
HA Wide A-8	Fees and Costs- Technical Services/Eng	1430	1	\$ 8,000.00				
001 C-1	Replace parking sidewalks and curbing	1450	3000 sq. ft. @ \$6.25	\$ 18,750.00				
001 C-1	Replace porches	1450	6 @ \$700	\$ 4,200.00				
001 C-1	Replace retaining walls, drainage and erosion control	1450	Various Costs	\$ 29,376.00				

13. Capital Fund Program Five-Year Action Plan

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 Guthrie			Grant Type and Number Capital Fund Program Grant No: OK56P05550108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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	
001 C-1	Water line replacement	1450	100 ft. @ \$20	\$ 2,000.00				
001 C-1	Replace 16 Central A/C Units	1460	16@ \$4,100	\$ 65,600.00				
001 C-3	Replace floor tile	1460	5 @ \$2,125	\$ 10,625.00				
HA Wide C-3	Rep Floor Tile Com Center	1470	500 @ 3.00	\$1,500.00				
HA Wide B-3	Non-dwelling Equip.- Computers	1475	Various Eq.	\$ 3,000.00				
HA Wide B-6	Home Ownership Dev	1499		\$5,000.00				
HA Wide A-3	Contingency	1502	1	\$ 3,190.00				

13. Capital Fund Program Five-Year Action Plan

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 Guthrie			Grant Type and Number Capital Fund Program No: OK56PO5550108 Replacement Housing Factor No:				Federal FY of Grant: 2008
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	
HA Wide	8/10			8/12			
001	8/10			8/12			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Guthrie Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
<i>HA Wide</i>	Annual Statement	\$ 73,601.00	\$ 65,191.00	\$ 137,166.00	\$ 65,941.00
0001		\$ 120,640.00	\$ 129,050.00	\$ 57,075.00	\$ 128,300.00
CFP Funds Listed for 5-year planning		\$ 194,241.00	\$ 194,241.00	\$ 194,241.00	\$ 194,241.00
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<i>HA Wide A-3</i>	<i>Operations</i>	<i>\$ 20,000.00</i>	<i>HA Wide A-3</i>	<i>Operations</i>	<i>\$ 20,000.00</i>
Annual	<i>HA Wide A-9</i>	<i>Management Improvements and Staff Training,</i>	<i>\$ 10,000.00</i>	<i>HA Wide A-9</i>	<i>Management Improvements and Staff Training</i>	<i>\$ 15,000.00</i>
Statement	<i>HA Wide A-2</i>	<i>Audit</i>	<i>\$4,000.00</i>	<i>HA Wide A-2</i>	<i>Audit</i>	<i>\$ 4,000.00</i>
	<i>HA Wide A-8</i>	<i>Fees & Costs A & E Costs Technical Assistance</i>	<i>\$ 5,000.00</i>	<i>HA Wide A-8</i>	<i>Fees & Costs A & E Costs Technical Assistance</i>	<i>\$ 5,000.00</i>
	<i>HA Wide B-3</i>	<i>Non Dwelling Equipment - Maintenance Truck</i>	<i>\$18,000.00</i>	<i>001 C-1</i>	<i>Site Improvements' Dumpster Pads</i>	<i>\$ 4,160.00</i>
	<i>HA Wide A-3</i>	<i>Technical Services, 1410</i>	<i>\$12,000.00</i>	<i>001 C-1</i>	<i>Site Imp. Replace retaining walls, drainage, erosion control</i>	<i>\$25,565.00</i>
	<i>HA WideA-3</i>	<i>Contingency</i>	<i>\$ 4,601.00</i>	<i>HA Wide A-3</i>	<i>Contingency</i>	<i>\$ 5,191.00</i>

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
	<i>001 C-1</i>	<i>Site Imp– Parking overlay, HC ramps to sidewalks, signs</i>	<i>\$ 18,750.00</i>	<i>001 C-1</i>	<i>Site Imp Parking overlay, HC ramps to sidewalks</i>	<i>\$ 12,500.00</i>
	<i>001 C-1</i>	<i>Site Imp. Rep Sidewalk/Porches</i>	<i>\$ 19,200.00</i>	<i>001 C-1</i>	<i>Site Imp. Rep Sidewalk/Porches</i>	<i>\$ 8,200.00</i>
	<i>001 C-1</i>	<i>Site Imp. Rep retaining walls, drainage, erosion control</i>	<i>\$ 11,565.00</i>	<i>HA Wide C-3</i>	<i>Non-Dwell. Struct. Install ADA Door</i>	<i>\$ 4,000.00</i>
	<i>001 C-3</i>	<i>Dwel Struct Rep floor tiles in 5 units</i>	<i>\$ 10,625.00</i>	<i>001 C-1</i>	<i>Site Imp. Fencing</i>	<i>\$ 1,000.00</i>
	<i>001 C-3</i>	<i>Dwelling Units, replace 10 bldgs roofs</i>	<i>\$ 56,000.00</i>	<i>001 C-3</i>	<i>Dwelling Structures, New Roofs</i>	<i>\$ 51,000.00</i>
	<i>001 C-1</i>	<i>Site Imp, Site Signage</i>	<i>\$ 4,500.00</i>	<i>001 C-3</i>	<i>Dwel Struct. Bldg. Insulation</i>	<i>\$ 5,000.00</i>
				<i>001 C-3</i>	<i>Dwell Struct Rep. bath wall paper with FRP</i>	<i>\$11,000.00</i>
				<i>001 C-3</i>	<i>Dwelling Struct Replace floor tiles in 5 units</i>	<i>\$ 10,625.00</i>
				<i>HA Wide A-3</i>	<i>Tech Serv 1410</i>	<i>12,000.00</i>
	Total CFP Estimated Cost	\$ 194,241.00				\$ 194,241.00

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year :4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>HA Wide A-3</i>	<i>Operations</i>	<i>\$ 20,000.00</i>	<i>HA Wide A-3</i>	<i>Operations</i>	<i>\$ 20,000.00</i>
<i>HA Wide A-9</i>	<i>Management Improvements and Staff Training</i>	<i>\$ 12,500.00</i>	<i>HA Wide A-9</i>	<i>Management Improvements and Staff Training</i>	<i>\$ 9,500.00</i>
<i>HA Wide A-2</i>	<i>Audit</i>	<i>\$ 4,000.00</i>	<i>HA Wide A-2</i>	<i>Audit</i>	<i>\$ 4,000.00</i>
<i>HA Wide A-8</i>	<i>Fees & Costs A & E Costs Technical Assistance</i>	<i>\$ 5,000.00</i>	<i>HA Wide A-8</i>	<i>Fees & Costs A & E Costs Technical Assistance</i>	<i>\$ 3,000.00</i>
<i>HA Wide C-3</i>	<i>Non dwelling Structures Replace roof and vents on HA office</i>	<i>\$ 35,000.00</i>	<i>HA Wide C-1</i>	<i>Site Improvements Install Security Lighting</i>	<i>\$10,000.00</i>
<i>HA Wide C-3</i>	<i>Non Dwelling Structures Replace Heat & Air Units at HA Office</i>	<i>\$15,000.00</i>	<i>HA Wide A-3</i>	<i>Contingency</i>	<i>\$4,441.00</i>
<i>HA Wide C-3</i>	<i>Non Dwel Struct HA Office, paint emerg.& reg. lights Doors, Cab. CTop.</i>	<i>\$ 5,000.00</i>	<i>001 C-3</i>	<i>Dwelling Structures rep. of bathroom wall paper with FRP Board</i>	<i>\$15,800.00</i>

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
<i>HA Wide B-3</i>	<i>Non-Dwelling Equipment HA Vehicle</i>	<i>\$ 18,000.00</i>	<i>001 C-3</i>	<i>Dwelling Structures New Roofs 10 Blds</i>	<i>\$ 56,000.00</i>
<i>HA Wide A-3</i>	<i>Contingency</i>	<i>\$ 5,666.00</i>			
<i>001 C-3</i>	<i>Dwelling Structures Replace damaged siding and gutters and paint existing</i>	<i>\$44,500.00</i>	<i>001 C-3</i>	<i>Dwelling Structures Replace damaged siding and gutters and paint existing</i>	<i>\$35,500.00</i>
<i>001 C-3</i>	<i>Dwelling Equipment Purchase 5 refrigerators</i>	<i>\$ 1,950.00</i>	<i>001 C-3</i>	<i>Dwelling Equipment, 10 units Wall A/C's</i>	<i>\$ 10,000.00</i>
<i>001 B-3</i>	<i>Dwelling Equipment Purchase 5 stoves</i>	<i>\$ 1,625.00</i>	<i>001 C-3</i>	<i>Dwelling Equipment, 10 units Wall Heaters</i>	<i>\$ 8,000.00</i>
<i>001 C-3</i>			<i>001 C-1</i>	<i>Site Improvements Fencing</i>	<i>\$ 3,000.00</i>
<i>HA Wide B-6</i>	<i>Homeownership training dev</i>	<i>\$ 5,000.00</i>	<i>HA Wide A-3</i>	<i>Technical Services, 1410</i>	<i>15,000.00</i>
<i>001 C-1</i>	<i>Site Imp. Sewer Line Replacement</i>	<i>\$ 5,000.00</i>			
<i>001 C-3</i>	<i>Dwellig Equip. 5 Units Wall Htrs.</i>	<i>\$ 4,000.00</i>			
<i>HA Wide A-3</i>	<i>Technical Services, 1410</i>	<i>12,000.00</i>			
Total CFP Estimated Cost		\$ 194,241.00			\$ 194,241.00



RESIDENT MANAGEMENT REPRESENTATIVE On-the Job Training Program

Guthrie Housing Authority has established an on-the-job training/employment program for residents which will provide basic office and employability skills instruction to enable participants to seek employment, economic self-sufficiency, and freedom from social service programs. Current plans are to begin the training program with two participants. As participants complete the program, training opportunities will be extended to other interested residents.

HOURS OF ON-THE-JOB TRAINING/EDUCATIONAL INSTRUCTION

The program consists of a total of 32 hours each month with 28 hours per month being on-the-job training in the Guthrie Housing Authority Office and 4 hours per month of educational instruction in the Computer Lab/Classroom.

On-the-Job Training would consist of 7 hours per week/28 hours per month. An example of suggested on-the-job training hours might be as follows:

- Monday and Wednesday 8:00 to 11:30 a.m.
- or Monday and Wednesday 1:00 to 4:30 p.m.
- or Tuesday and Thursday 8:00 to 11:30 a.m.
- or Tuesday and Thursday 1:00 to 4:30 p.m.
- or a combination of the above.

One participant would be scheduled for on-the-job training on Monday and Wednesday, either morning or afternoon, and the other participant would be scheduled on Tuesday and Thursday, either morning or afternoon. The training hours will be determined upon consultation with each participant to determine the hours that would best fit the needs of the participant and his/her family and provides the best fit with the Guthrie Housing Authority staff availability.

Employability instruction and activities will be held on Friday morning twice a month from 9:00 to 11:00 a.m./4 hours a month. Self-paced, instructional activities will be coordinated by a staff member certified in education. Training will be conducted by all staff members, with additional resources and/or speakers being scheduled.

EDUCATIONAL TRAINING MATERIALS

Training materials and resources will consist of on-line resources—handouts and instructional activities, and educational materials purchased from the Curriculum & Instructional Materials Center, Oklahoma Dept. of Career & Technology Education, Stillwater, OK. A schedule of Educational Instruction and Resource is attached.

LENGTH OF TRAINING

The training program is for a limited period of time and should not exceed one year from the date a participant enters the program. In some cases, participants might accelerate through the program and be ready to pursue full-time employment before the one-year time period expires, or some participants might need extended training. Training could extend to 2 years (HUD Multi-Family Handbook 4350.03, Chapter 3).

GOALS AND OBJECTIVES

Goals and objectives of the training program are attached. An initial assessment (Knowledge, Skills, & Abilities Survey) of the workplace/employability skills of each participant will also be conducted to ascertain the training needs of each individual participant.

MARKETING PLAN

Detailed information of the Resident Management Representative On-the-Job Training Program will be published in the Guthrie Housing Authority monthly newsletter which is distributed to all households. Flyers will also be prepared with additional details of the Training Program and will be distributed to all households. Notices will be posted on Guthrie Housing Authority bulletin boards in the Community Center, Computer Lab, and offices. Marketing efforts will focus primarily on the unemployed, and those employed part-time or full time but who want to upgrade their skills or learn additional skills to pursue a different career path.

APPLICATION PROCESS

Participants must apply for the training program by application with the Guthrie Housing Authority. Applicants will be interviewed and selected by staff members based upon their desire to obtain economic self-sufficiency and their commitment to the goals and objectives of the training program.

STIPEND

Participants of the on-the-job training program will receive a stipend of \$200 per month, payable in bi-weekly pay periods of \$92.30. All applicable taxes will be withheld from each paycheck. The stipend received by the participants during the training program will be excluded from annual income for the purpose of calculating rent per HUD rules and regulations.

FUNDING

Funding of the Resident Management Representative On-the-Job Training Program will be provided from the general operating funds of the Guthrie Housing Authority. As the training program gains in popularity and participation, additional funding will be secured through available grants and other funding methods appropriate to the goals and objectives of the training program.

PARTICIPANT EVALUATION

Participants will be evaluated on their progress with the on-the-job training programs at 3-month, 6-month, and 1-year intervals. Evaluations will be conducted using the Guthrie Housing Authority Employee Evaluation Form. Evaluation of educational instruction will be conducted at the end of each unit of instruction using instructor-generated exams and by observation.

PROGRAM COMPLETION/JOB PLACEMENT

At the completion of the on-the-job training/educational instruction, participants will be assisted with job search and job placement to enable them to secure employment. Additional assistance may be provided in securing childcare, transportation, clothing, and other needs to enable the participant to become gainfully employed and on track to achieving economic self-sufficiency. Agencies, such as the Dept. of Human Services, and other community groups will be contacted to provide needed assistance.

PROGRAM EVALUATION

Evaluation of the Resident Management Representative On-the-Job Training Program will be measured by the success of the participant securing employment following the completion of training and educational instruction. Interviews will be conducted at 3-month, 6-month, and 1-year intervals to follow-up on the continued employment of the participant, the achievement of economic self-sufficiency, and to ascertain the strengths and weaknesses of the On-the-Job Training Program.

RESIDENT MANAGEMENT REPRESENTATIVE
On-the Job Training Program
Goals and Objectives

GOAL:

To provide on-the-job training in basic office skills and employability skills instruction to enable participants to seek employment and economic self-sufficiency.

OBJECTIVES:

1. Demonstrate basic entry-level office skills such as: telephone skills, filing techniques, fax machine operation, copier operation, and mail sorting, distribution, and preparing outgoing mail.
2. Demonstrate the ability to complete employment applications, prepare a cover letter and resume, conduct a job search, prepare for a job interview, and interview follow-up.
3. Demonstrate proper office dress and behavior.
4. Demonstrate workplace ethics, including office etiquette, time management, gender equity, and working as a team member.
5. Demonstrate an understanding of basic banking functions, such as writing and recording checks, and reconciling a bank statement.
6. Demonstrate an understanding of basic financial responsibilities including budgeting, use of credit cards, and other money management techniques.
7. To become familiar with computer operations and demonstrate the ability to perform fundamental operating system functions, manage files and directories, send and retrieve email, conduct internet searches and database searches to obtain information and resources, and manage printers, scanners and other input devices.
8. To become familiar with Microsoft Word and Excel and to be able to create, format, and print letters, reports, and other documents, and to create, format, and print spreadsheets.
9. To become familiar with Microsoft PowerPoint to create presentations.
10. To become familiar with Microsoft Publisher to create, format, and print desktop publishing documents, etc.
11. To be able to demonstrate an understanding and relationship of basic planning processes and goal-setting.



**RESIDENT MANAGEMENT REPRESENTATIVE
On-the Job Training Program
Schedule of Educational Instruction & Resources**

Date of Instruction	Curriculum to be Studies/Learned	Provider/ Textbook
September 7 -	Computer Basics Computer Types Applications Intro Word Processing Input Processing Output Storage	Jan's Illustrated Computer Literacy 101
	Customer Service, Through the Customer's Eyes	Essential Customer Service Skills, Pt. 1
September 14 -	Computer Basics Computer to Computer System Software Programming Working with Windows	Jan's Illustrated Computer Literacy 101
October 5 -	Internet	Jan's Illustrated Computer Literacy 101 Working with the Web
October 19 -	Time Management/Calendar	coping.org "Tools for Coping with Life's Stressors, Tools for Personal Growth, Time Management Handout
November 2 -	Email	Jan's Illustrated Computer Literacy 101 http://www.jegsworks.com/Lessons/lesson1-2/lesson2-10email.htm
November 16 -	Office Etiquette & Ethics; Proper Office Dress	Fundamentals of Business Etiquette CD CIMC, Okla. Dept. of Career & Vocational Educ.
December 7 -	Keyboarding/Ten-key Skills	Mavis Beacon Teaches Typing Software
December 21 -	Microsoft Word Working with Word Word Basics Auto Tools	Jan's Illustrated Computer Literacy 101

January 4	-	Microsoft Word Working with Word Brochures Reports	Jan's Illustrated Computer Literacy 101
January 18	-	Office Machines—Fax, Copier, Postal Scales	Product Manuals
February 8	-	Microsoft Excel Working with Numbers Excel Intro Excel Basics Format & Arrange	Jan's Illustrated Computer Literacy 101
February 22	-	Microsoft Excel Working with Numbers Groups & Formulas Design	Jan's Illustrated Computer Literacy 101
March 7	-	Microsoft Publisher	Instructor-Made Lesson Participant will design and produce a brochure using Microsoft Publisher. The brochure will outline the Resident Management Representative On-the-Job Training Program
March 21	-	Microsoft Publisher	Instructor-Made Lesson Participant will design and produce a personal business card
April 4	-	Microsoft PowerPoint Working with Presentations PowerPoint Basics PowerPoint Formatting	Jan's Illustrated Computer Literacy 101
April 18	-	Microsoft PowerPoint Working with Presentations Advanced PowerPoint Slide Show Step-by-Step Handout	Jan's Illustrated Computer Literacy 101
May 2	-	Banking/Checking Accounts	Life Skills: Personal Financial Skills CIMC, Okla. Dept. of Career & Technology Educ.
May 16	-	Budgeting/Credit Cards	Life Skills: Personal Financial Skills CIMC, Okla. Dept. of Career & Technology Educ.

June 6	-	Resume Development	YouthJobs.ca Employability Workbook Employability Skills Vol. II Video, Creating A Resume, CIMC, OK Dept. of Career & Technology Educ.
June 20	-	Applications/Cover Letters	YouthJobs.ca Employability Workbook Employability Skills Vol. I Video, Job Connections: Applying for Work, CIMC, OK Dept. of Career & Technology Educ.
July 11	-	Interview Skills	YouthJobs.ca Employability Workbook WSI Career Survival Toolkit CD, CIMC, OK Dept. of Career & Technology Educ.
July 25	-	Mock Interview/Interview Attire	WSI Career Survival Toolkit CD, CIMC OK Dept. of Career & Technology Educ.
August 8	-	Job Search Techniques	Internet Resources OESC Website: Job Seeker Resource Page at www.oesc.state.ok.us/jobseeker.shtm “Tips for Finding the Right Job” Life Skills: Career Success Skills CIMC, Okla. Dept. of Career & Technology Educ. Employability Skills, Vol. II Video, Job Hunt: Staying on Track, CIMC, OK Dept. of Career & Technology Educ.
August 22	-	Interview Follow-Up	

POSSIBLE ADDITIONAL TRAINING & INSTRUCTION

Quickbooks	Get Smart with Quickbooks 2006 for Windows
MicroSoft Office	Show Me—Microsoft Office 2003 by Steve Johnson
Personal Finance Simulation	On Your Own in Middleton – CD



JOB DESCRIPTION

RESIDENT MANAGEMENT REPRESENTATIVE

FORM #: _____

ORIGINAL DATE: _____

REV # AND DATE: _____

STIPEND : \$200 for 32 hrs. per month/
\$92.30 per bi-weekly pay period

DEPARTMENT: Housing

TERMS OF EMPLOYMENT: Conditional / Temporary / Part-Time

REPORTS TO: Director of Assisted Housing

CONTACT: Guthrie Housing Authority (405) 282-3246

POSITION SUMMARY:

The Resident Management Representative position is a component of the On-the-Job Training Program. This position is responsible for completing various entry-level office duties as assigned by GHA staff. These functions include answering the telephone and providing information/assistance or routing callers to appropriate staff member; greeting walk-ins and directing them to appropriate individual; setting appointments; making, collating and stapling copies; filing and retrieving files as requested; sending and distributing faxes; sorting and distributing mail; weighing and attaching postage to outgoing mail; typing letters; assembling information for reports; using spreadsheets; and other related duties as required. Opportunity exists for computer training and additional on-the-job training in other entry-level general office functions leading to economic self-sufficiency and full-time employment in the work world.

MINIMUM REQUIREMENTS:

1. Willingness to learn and/or upgrade entry-level office skills and to pursue employment and economic self-sufficiency upon completion of the on-the-job training program..
2. Ability to effectively present information and respond to questions from applicants, Authority personnel, and the general public.
3. Ability to give a positive and professional image of the Agency.
4. Ability to meet the public and interact with applicants, residents, Authority personnel, and the general public in a positive and effective manner.
5. Ability to retain information as confidential.

6. Ability to hear and speak sufficiently to communicate clearly with others by telephone and in person.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Physical ability to sit and stand for short periods of time. Also ability to stoop and bend to perform filing duties unaided or with the assistance of a reasonable accommodation.

ORGANIZATION:

Guthrie Housing Authority (GHA) is a federally funded public agency responsible for administering public housing rental assistance programs for eligible low-income families living in the Guthrie city limits. GHA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the GHA is to be a public housing agency that enhances the quality of life by providing desirable housing options and promoting resident involvement, leadership, and self-sufficiency.

DEPARTMENT BACKGROUND:

See Position Summary.

*An Equal Opportunity / Affirmative Action Employer
(405) 282-3246 / Fax (405) 282-2884*



**KNOWLEDGE, SKILLS, &
ABILITIES SURVEY
RESIDENT MANAGEMENT
REPRESENTATIVE**

NAME _____ DATE COMPLETED _____

HAVE YOU/WERE YOU:	YES	NO	# of Times	
			Last Yr.	Last 5 Yrs.
ever had to use a computer as part of your job?				
required to use Microsoft Word?				
required to use Microsoft Excel?				
If you were required, or know how to use Microsoft Word, CAN YOU:				
open a new document, type a letter, and save with a new file name?				
open an existing document, make changes, and save with a new file name?				
change the font size and style of existing text?				
insert a picture into a Microsoft Word document?				
insert a text box into a Microsoft Word document?				
edit the inserted picture/text box in a Microsoft Word document?				
create a table in Microsoft Word?				
format paragraphs, bullets and numbering, and borders and shading?				
How many words per minute can you type? _____				
If you were required, or know how to use Microsoft Excel, CAN YOU:				
open a new document, create a basic spreadsheet, and save with a new file name?				
open an existing document, make changes, and save with a new file name?				
use the auto sum function?				
link the results from one spreadsheet to another?				
format individual cells?				
create charts and graphs?				
insert text into a spreadsheet?				
insert a picture into a spreadsheet?				

	YES	NO	# of Times	
			Last Yr.	Last 5 Yrs.
If you were required, or know how to use the Internet, CAN YOU:				
access different internet service providers: MSN, Yahoo, Cox, etc?				
access email?				
forward email?				
attach a file to an email?				
save and convert an email to a Microsoft Word file?				
save an email to a personal folder?				
If you were required, or know how to use Microsoft Outlook, CAN YOU:				
use this program?				
use the calendar functions?				
use the meeting scheduler via email?				
Can you use Microsoft PowerPoint?				
Can you use Microsoft Publisher?				
OTHER OFFICE SKILLS:				
Do you have experience in office filing?				
Do you have experience in answering multi-line telephone systems?				
Do you have any experience in operating a Fax Machine?				
Do you have any experience in operating a Copier?				

Please list any other skills not mentioned above: _____

By signing this document you are attesting to the above answers being correct and truthfully representing your experiences and skills.

Signature _____

Date _____



RESIDENT MANAGEMENT REPRESENTATIVE EVALUATION FORM

Participant Name: _____ Start Date: _____

3-mo.
 6-mo.
 One-year
 Other: _____

#	Performance Trait	6 Out- standing	5 Except- ional	4 Vey Good	3 Good	2 Needs Improve- Ment	1 Unsatis- factory
1	Job Knowledge – Employee’s grasp of procedures and methods of operation, equipment involved on the job and subject matter.						
2	Quality of Work – Degree to which employee meets or exceeds expectations for “normal” production.						
3	Quantity of Work – Accuracy, content, and thoroughness of employee’s work.						
4	Versatility – Employee’s ability to handle new duties and responsibilities or respond quickly and well to changes in procedures or situations.						
5	Initiative – Employee is a self-starter, can work with minimum supervision, seeks new and better methods to do job, and contributes new ideas to the operation. Anticipates needs and seeks additional tasks as time permits.						
6	Cooperation – Employee’s ability to get along with co-workers, customers, clients, and other people contacted in the course of the job; how willing employee accepts assignments, and how well the employee reacts to constructive criticism.						
7	Independent Judgment – Employee’s ability to tackle new problems and situations and arrive at proper solutions with minimum guidance.						
8	Dependability – Employee’s attendance record with regard to meeting contractual requirement for number of hours worked and ability to meet scheduled work time.						
9	Safety & Security – Employee works in a safe manner, preventing accidents and injuries. Reports unsafe working conditions to supervisor.						
10	Planning & Organization – Ability to set effective goals, plan ahead and establish priorities. Ability to make the most effective use of time, facilities, materials, equipment, employees’ skills, and other resources.						
OVERALL EMPLOYEE ASSESSMENT							

Evaluator's Comments: _____

Suggested Goals: _____

Evaluators Signature: _____ Date: _____

Evaluator has discussed this evaluation with me. I understand that my signature does not necessarily imply agreement with the ratings given and that I may add any information or comments relevant to this evaluation. (Use back of page if necessary)

Employee Comments: _____

Employee Signature: _____ Date: _____



**RESIDENT MANAGEMENT REPRESENTATIVE
ON-THE-JOB TRAINING
INITIAL EVALUATION FORM**

Instructions: Please read each statement carefully and select the option that best describes your experience.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The On-the-Job Training was beneficial.					
The instruction in Microsoft Word was helpful and beneficial in finding employment.					
The instruction in Microsoft Excel was helpful and beneficial in finding employment.					
The instruction in Microsoft Publisher was helpful and beneficial in finding employment.					
The instruction in Microsoft PowerPoint was helpful and beneficial in finding employment.					
The training was well-organized.					
I was able to ask questions and obtain assistance with the educational instruction and activities.					
The instruction in preparing a resume was helpful.					
The length of the training was adequate.					
The training exceeded my expectations.					
The training helped prepare me for employment.					
Because of the training and educational instruction, I was able to finding employment.					

Strengths of the On-the-Job Training Program: _____

Weakness of the On-the-Job Training Program: _____

Recommendations/Suggestions for improving the On-the-Job Training Program: _____



**RESIDENT MANAGEMENT REPRESENTATIVE
ON-THE-JOB TRAINING
3-, 6-MONTH & 1 YEAR EVALUATION FORM**

Instructions: Please read each statement carefully and select the option that best describes your experience.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
I use or have used the following in my job:					
Microsoft Word?					
Microsoft Excel?					
Microsoft PowerPoint?					
Microsoft Publisher?					
The software training I received in the following programs helped me perform my job duties more efficiently:					
Microsoft Word?					
Microsoft Excel?					
Microsoft PowerPoint?					
Microsoft Publisher?					
The software training I received in the following programs helped me in securing advancement in my employment:					
Microsoft Word?					
Microsoft Excel?					
Microsoft PowerPoint?					
Microsoft Publisher?					

How could the above training be improved or what could be added to the training you received to make it more beneficial? _____

Additional Training that would be helpful in my employment: _____

Recommendations/Suggestions for improving the On-the-Job Training Program: _____



**RESIDENT MANAGEMENT REPRESENTATIVE
On-the Job Training Program
CONDITIONAL OFFER FOR TRAINING**

The Resident Management Representative agrees to the following

1. That he/she will participate fully in the proposed On-the-Job Training Program and educational instruction.
2. That he/she will approach this training as a job, arriving and departing on time, presenting himself/herself appropriately for the setting, completing work assigned by the Guthrie Housing Authority and responding to suggestions related to job performance.
3. That he/she will be responsible for his/her own transportation to and from the Guthrie Housing Authority office.
4. That he/she will notify the Guthrie Housing Authority immediately of any absenteeism, and that he/she will provide a written doctor's assessment of illness or physical disability if he/she miss more than three consecutive days (or 10 days total) of the training program.
6. That he/she will receive periodic evaluations. That he/she will receive a written warning if he/she fails to uphold the outlined responsibilities or receives a less than acceptable evaluation. The written warning shall include the type of activity that has been considered unacceptable and will specify the consequences that may result in non-cooperative behavior, which may include removal from the training program.
7. That he/she will be committed to completing the goals and objectives of the training program

Guthrie Housing Authority agrees to the following:

1. That they will provide on-the-job training and educational instruction to the Trainee to enable the Trainee to acquire the skills outlined in the above identified learning objectives.
2. That they will pay the Trainee a stipend of \$200 per month (\$92.30 per bi-weekly payroll period.)
3. That they will assist the Trainee with job search to secure employment following the specified training period, and to assist with other needs to enable the trainee to become gainfully employed.

I have read, understand, and agree to the goals, objectives, requirements and terms of the Resident Management Representative On-the-Job Training Program.

Signature of Trainee

Date

Signature of Executive Director

Date

FROM GHA AUGUST NEWSLETTER:

RESIDENT MANAGEMENT REPRESENTATIVE

Guthrie Housing Authority is taking applications for a Resident Management Representative. This position is part of an on-the-job training/employment program for residents which will provide training in basic office skills and employability skills instruction to enable participants to seek employment, economic self-sufficiency, and freedom from welfare programs. Current plans are to begin the training program with two participants. The training hours will be determined upon consultation with each participant to determine the hours that would best fit the needs of the participant and his/her family and the needs of the Authority.



The program consists of a total of 32 hours each month with 28 hours per month of on-the-job training in the Guthrie Housing Authority Office and 4 hours per month of educational instruction in the Computer Lab/Classroom. The training program is for a limited period of time and should not exceed one year from the date a participant enters the program. In some cases, participants might accelerate through the program and be ready to pursue full-time employment before the one-year time period expires, or some participants might need extended training. No training shall exceed 2 years in length.

At the completion of the training program, participants will be assisted with job search and job placement to enable them to obtain employment. Additional assistance may be provided in securing childcare, transportation, clothing, and other needs to enable the participant to become gainfully employed and on track to achieving economic self-sufficiency.

Participants must apply for the training program by application with the Guthrie Housing Authority. Applicants will be interviewed and selected by staff members based upon their desire to obtain economic self-sufficiency and their commitment to the goals and objective of the training program.

Stop by the GHA office and pick up a Resident Management Representative Application and additional details about the On-the-Job Training Program. **Applications are due by Friday, August 31st.**

**Accepting
Applications for:**

Resident Management Representative

**Apply
Now!**

The Resident Management Representative position is a component of the On-The-Job Training Program. This temporary, part-time position is responsible for completing various entry-level office duties as assigned by GHA staff. These functions include answering the telephone and providing information/assistance or routing callers to appropriate staff member; greeting walk-ins and directing them to appropriate individual; making, collating and stapling copies; filing and retrieving files as requested; sending and distributing faxes; sorting and distributing mail; weighing and attaching postage to outgoing mail; and other related duties as required. Opportunity exists for computer training and additional on-the-job training in other entry-level general office functions leading to economic self-sufficiency and full-time employment in the work world. Additional information is available in the GHA office. Applications due by Friday, August 31, 2007.



1524 E. Perkins
Guthrie, OK 73044
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GUTHRIE HOUSING AUTHORITY

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth GHA’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by GHA of all federally subsidized public housing under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by GHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between GHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by GHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by GHA.

III. Other GHA Policies and Procedures

This Policy shall be referenced in and attached to GHA’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of GHA’s Admissions and Continued Occupancy Policy. GHA’s annual public housing agency plan shall also contain information concerning GHA’s activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of GHA, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

A. *Non-Denial of Assistance*. GHA will not deny admission to public housing to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, public housing residents have the following specific protections, which will be observed by GHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

2. In addition to the foregoing, tenancy or assistance will not be terminated by GHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

(a) Nothing contained in this paragraph shall limit any otherwise available authority of GHA’ to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, GHA may not apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.

(b) Nothing contained in this paragraph shall be construed to limit the authority of GHA to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or GHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator*. Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, GHA may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a

signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by GHA. Leases used for all public housing operated by GHA, shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, GHA to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., GHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by GHA. GHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to GHA a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* - by providing to GHA documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* – by providing to GHA a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by GHA, to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

Waiver of verification requirement. The Executive Director of GHA, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to GHA in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding, as permitted in VAWA, or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

X. Rent Waiver

A. *Family rent obligations.* If a family occupying GHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by GHA. In cases where GHA determines that the family's decision to move was reasonable under the circumstances, GHA may wholly or partially waive rent payments and any rent owed shall be reduced by

the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

XI. Notification

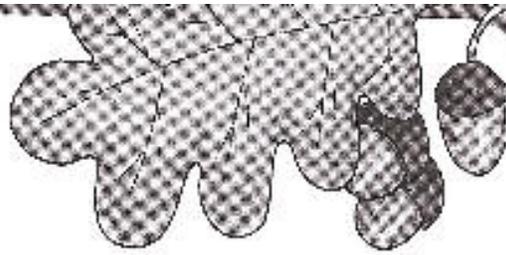
GHA shall provide written notification to applicants, and tenants, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIII. Amendment

This policy may be amended from time to time by GHA as approved by the GHA Board of Commissioners.



Oak Park Resident Council Meeting

Oct. 10, 2007

Meeting was call to order by Bill at 6:30 P.M. Officers present was Bill, Virginia, Loretta and Deborah Sue. The minute of last meeting was read by Loretta was 45 min. approval motion by Loretta and second by Virginia. Motion passed by a yea vote. The treasure was gave by Loretta \$50.91 petty cash checking \$1321.61 total \$1372.50 Motion to approve made by Deborah Sue and seconded by Virginia. Motion passed by a yea vote. Ed reports talk about lights in order, Annual plan submission, Violence Against Women Act, windows, drainage, parking and sidewalks, signs on site signage, and Supplemental plan Medicare. No old business was discuss. We elect new council members Sep. of Arms Deborah Sue Anderson, Treasure Sharon Pihota, Secretary Loretta Hoffman Vice President Virginia Bentwick, President Bill Lalton.

Next meeting is Nov. 12, 2007

Change meeting time from 7:30pm to 7pm. Motion was made by Deborah Sue and seconded by Virginia. Motion was passed Meeting was adjourned at 6:20 pm

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

PHA Name: Housing Authority of the City of Guthrie	Grant Type and Number Capital Fund Program: OK56P055501-04 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending 9/30/07
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3	1408 Management Improvements	\$ 9,500.00	\$ 9,174.93	\$ 9,174.93	\$ 8090.91
4	1410 Administration		\$ 0.00		
5	1411 Audit	\$ 4,000.00	\$ 2,681.75	\$ 2,681.75	\$ 2,681.75
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$ 30,000.00	\$ 7,050.00	\$ 7,050.00	\$ 7,050.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 74,890.00	\$ 68,249.94	\$ 68,249.94	\$ 68,249.94
10	1460 Dwelling Structures	\$103,500.00	\$ 106,590.26	\$ 106,590.26	\$ 106,590.26
11	1465.1 Dwelling Equipment—Nonexpendable		\$ 11,097.12	\$ 11,097.12	\$ 11,097.12
12	1470 Nondwelling Structures	\$ 3,000.00	\$ 875.00	\$ 875.00	\$ 875.00
13	1475 Nondwelling Equipment		\$ 26,319.00	\$ 26,319.00	\$ 26,319.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency	\$ 7,148.00	\$ 0.00		
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 242,038.00	\$ 242,038.00		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance	\$ 30,249.94	\$ 30,249.94		
23	Amount of line 20 Related to Security	\$ 37,781.80	\$ 37,781.80		
24	Amount of line 20 Related to Energy Conservation Measures	\$ 65,000.00	\$ 89,503.55		

**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 Guthrie		Grant Type and Number Capital Fund Program #: OK56P055501-04 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Completed
HA Wide	Management Improvements – Staff Training	1408	1	\$ 5,000.00	\$ 9,174.93	\$ 9,174.93	\$ 8,090.91	88 % Completed
HA Wide	Audit	1411	1	\$ 4,000.00	\$ 2,681.75	\$ 2,681.75	\$ 2,681.75	Complete
HA Wide	Fees & Costs – Technical Services/Eng	1430	1	\$ 30,000.00	\$ 7,050.00	\$ 7,050.00	\$ 7,050.00	Complete
HA Wide	Replace parking surfaces, curbing, and sidewalks	1450	3800 sq. ft. @ \$8.00	\$ 45,625.00	\$30,249.94	\$30,249.94	\$30,249.94	Complete
HA Wide	Drainage, Fire Prevention Work, Creek	1450	1		\$38,000.00	\$38,000.00	\$38,000.00	Complete
001	Exhaust Fan installation	1460	144 @ \$171		\$22,653.87	\$22,653.87	\$22,653.87	Complete
001	31 Units Central Heat/Air 03/04	1460	31 @ \$3,250	\$ 65,000.00	\$ 27,597.63	\$ 27,597.63	\$ 27,597.63	Complete
001	20 Units Windows/Screens 03/04	1460	48 @ \$1,925	\$ 38,500.00	\$ 37,306.80	\$ 37,306.80	\$ 37,306.80	Complete
001	31 Units Carpentry Conv. A/C 03/04	1460	31 @ \$807		\$ 13,502.00	\$ 13,502.00	\$ 13,502.00	Complete
001	Floor Tile Installation	1460	4		\$ 5,529.96	\$ 5,529.96	\$ 5,529.96	Complete
001	Refrigerators	1465	32		\$ 11,097.12	\$ 11,097.12	\$ 11,097.12	Complete
HA Wide	Emergency Lighting	1470	1		\$ 475.00	\$ 475.00	\$ 475.00	Complete
HA Wide	Computer Wiring Insp/Inst	1470	1		\$ 400.00	\$ 400.00	\$ 400.00	Complete
HA Wide	Table Saw	1475	1		\$ 718.00	\$ 718.00	\$ 718.00	Complete
HA Wide	Mower	1475	1		\$ 5,050.00	\$ 5,050.00	\$ 5,050.00	Complete
HA Wide	Van	1475	1		\$ 19,352.00	\$ 19,352.00	\$ 19,352.00	Complete
HA Wide	Generator	1475	1		\$ 1,199.00	\$ 1,199.00	\$ 1,199.00	Complete
HA Wide	Computer Equipment	1475	6		\$ 1,500.00			
HA Wide	Contingency	1502	1	\$ 7,148.00	\$ 0.00			

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

PHA Name: Housing Authority of the City of Guthrie	Grant Type and Number Capital Fund Program Grant No: OK56P05550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:2)
 Performance and Evaluation Report for Period Ending: 9/30/07 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
3	1408 Management Improvements	\$ 10,000.00	\$ 0.00		
4	1410 Administration	\$ 16,600.00	\$11,378.71		
5	1411 Audit	\$ 3,000.00	\$ 0.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 3,000.00	\$ 0.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 13,750.00	\$ 0.00		
10	1460 Dwelling Structures	\$ 128,683.00	\$168,790.00	\$168,790.00	\$56,681.30
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures		\$2,945.29		
13	1475 Nondwelling Equipment	\$ 2,000.00	\$ 0.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 5,000.00	\$ 0.00		
19	1501 Collaterization or Debt Service				
20	1502 Contingency	\$ 1,081.00	\$ 0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 198,114.00	\$ 198,114.00		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 11,750.00			
24	Amount of line 21 Related to Security – Soft Costs				

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

PHA Name: Housing Authority of the City of Guthrie	Grant Type and Number Capital Fund Program Grant No: OK56P05550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:2)
 Performance and Evaluation Report for Period Ending: 9/30/07
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs	\$ 0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$ 122,308.00	\$168,790.00	\$168,790.00	\$56,681.30

**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 Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56P05550105 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	
HA Wide	Operations	1406	1	\$15,000	\$15,000	\$15,000	\$15,000	Comp.
HA Wide	Mang. Imp. Staff Training	1408	1	\$10,000	\$ 0.00			
HA Wide	Administration	1410	1	\$16,600	\$11,378.71			
HA Wide	Audit	1411	1	\$ 3,000	\$ 0.00			
HA Wide	Fees and Costs-Technical Services/Eng	1430	1	\$3,000	\$ 0.00			
001	Replace parking surfaces and curbing	1450	1000 sq. ft. @ \$6.25	\$6,250	\$ 0.00			
001	Replace sidewalks, porches	1450	1000 sq. ft. @ \$5.50	\$5,500	\$ 0.00			
001	Replace retaining walls, drainage and erosion control	1450	425 sq. ft. @ \$12.50	\$ 0.00	\$ 0.00			
001	Water line replacement	1450	200 ft. @ \$20	\$ 2,000	\$ 0.00			
001	30 Units central heat/air	1460	30@ \$4,100	\$122,308	\$ 0.00			
001	78 Units windows/screen	1460	78@ \$1,925	\$0.00	\$168,790.00		\$56,681.30	
001	Replace floor tile	1460	3 @ \$2,125	\$ 6,375	\$ 0.00			
HA Wide	Non-dwelling Equip.- Computers	1475	3	\$ 2,000	\$ 0.00			

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP/RHF) Part I: Summary					
PHA Name: Housing Authority of the City of Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56PP05550106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
3	1408 Management Improvements	\$ 9,000.00	\$ 9,000.00		
4	1410 Administration	\$ 16,600.00	\$ 16,600.00		
5	1411 Audit	\$ 3,000.00	\$ 3,000.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$5,000.00	\$5,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 20,888.00	\$39,638.00		
10	1460 Dwelling Structures	\$ 104,592.00	\$76,726.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures		\$2,000.00		
13	1475 Nondwelling Equipment	\$ 3,000.00	\$9,865.38.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 6,000.00	\$ 6,000.00		
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$ 6,586.00	\$6,836.62		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 194,666.00	\$ 194,666.00		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 13,575.00			
24	Amount of line 21 Related to Security – Soft Costs				

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP/RHF) Part I: Summary					
PHA Name: Housing Authority of the City of Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56PP05550106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs	\$ 70,351.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$ 70,351.00			

13. Capital Fund Program Five-Year Action Plan

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 Guthrie			Grant Type and Number Capital Fund Program Grant No: OK56P05550106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide A-3	Operations	1406	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	Comp.
HA Wide A-9	Mang. Imp. Staff Training,	1408	1	\$ 9,000.00	\$ 9,000.00			
HA Wide A-3	CFP Staff	1410	2	\$ 16,600.00	\$ 16,600.00			
HA Wide A-2	Audit	1411	1	\$ 3,000.00	\$ 3,000.00			
HA Wide A-8	Fees and Costs- Technical Services/Eng	1430	1	\$ 5,000.00	\$ 5,000.00			
001 C-1	Replace parking sidewalks and curbing	1450	4500 sq. ft. @ \$6.25	\$ 9,375.00	\$ 28,125.00			
001 C-1	Replace porches	1450	6 @ \$700	\$ 4,200.00	\$ 4,200.00			
001 C-1	Replace retaining walls, drainage and erosion control	1450	425 sq. ft. @ \$12.50	\$ 5,313.00	\$ 5,313.00			
001 C-1	Water line replacement	1450	100 ft. @ \$20	\$ 2,000.00	\$ 2,000.00			
001 C-3	32 Units windows/screen	1460	32@ \$2,174	\$ 98,217.00	\$70,351.00	\$64,820.00		
001 C-3	Replace floor tile	1460	3 @ \$2,125	\$ 6,375.00	\$ 6,375.00			
HA Wide C-3	Com Centr Lights, Paint, Cab, CTop.	1470	Various		\$2,000.00			
HA Wide B-3	Com Centr Appliances	1475	3		\$1,500.00			
HA Wide B-3	Non-dwelling Equip.- Computers	1475	Various Eq.	\$ 3,000.00	\$8,365.38			
HA Wide B-6	Home Ownership Dev	1499		\$6,000.00	\$6,000.00			
HA Wide A-3	Contingency	1502	1	\$ 6,586.00	\$6,836.62			

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

PHA Name: Housing Authority of the City of Guthrie	Grant Type and Number Capital Fund Program Grant No: OK56PP05550107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/2007 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 17,500.00			
3	1408 Management Improvements	\$ 12,500.00			
4	1410 Administration	\$ 12,000.00			
5	1411 Audit	\$ 3,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$9,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 54,326.00			
10	1460 Dwelling Structures	\$ 71,975.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$ 3,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 7,000.00			
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$ 3,940.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 194,241.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 22,950.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$ 8,000.00			

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<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2007 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	\$ 65,600.00			

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 Guthrie		Grant Type and Number Capital Fund Program Grant No: OK56P05550107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide A-3	Operations	1406	1	\$ 17,500.00				
HA Wide A-9	Mang. Imp. Staff Training,	1408	1	\$12,500.00				
HA Wide A-3	CFP Staff	1410	1	\$ 12,000.00				
HA Wide A-2	Audit	1411	1	\$ 3,000.00				
HA Wide A-8	Fees and Costs- Technical Services/Eng	1430	1	\$ 9,000.00				
001 C-1	Replace parking sidewalks and curbing	1450	3000 sq. ft. @ \$6.25	\$ 18,750.00				
001 C-1	Replace porches	1450	6 @ \$700	\$ 4,200.00				
001 C-1	Replace retaining walls, drainage and erosion control	1450	Various Costs	\$ 29,376.00				
001 C-1	Water line replacement	1450	100 ft. @ \$20	\$ 2,000.00				
001 C-1	Replace 16 Central A/C Untis	1460	16@ \$4,100	\$ 65,600.00				
001 B-3	Replace floor tile	1460	3 @ \$2,125	\$ 6,375.00				
HA Wide B-3	Non-dwelling Equip.- Computers	1475	Various Eq.	\$ 3,000.00				
HA Wide B-6	Home Ownership Dev	1499		\$7,000.00				
HA Wide A-3	Contingency	1502	1	\$ 3,940.00				

