

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan  
Agency Identification**

**PHA Name: Broken Bow Housing Authority**

**PHA Number: OK006**

**PHA Fiscal Year Beginning: (mm/yyyy) 07/2000**

**Public Access to Information**

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

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

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

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To be the area's affordable housing of choice. To provide and maintain safe, quality housing in a cost effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**The Broken Bow Housing Authority believes by partnering with area agencies and undergoing comprehensive planning activities will allow all agencies to examine the needs of each individuals served. Which will enable all involved to design and implement strategies to address those needs.**

**Housing Needs**

This is a statement of the housing needs of the low-income and very low-income families (including elderly families and families with disabilities) living in and the area.

**Financial Resources**

This Section is an overview of the Financial Resources of the BBHA.

## **Policies Governing Eligibility, Selection, Admissions**

This section is a statement of: The BBHA's policies governing eligibility, selection and admission, assignment, and occupancy policies.

## **Rent Determination**

This Section is a statement of our discretionary policies governing rents charged for public housing units and rental contributions of families assisted under Section 8. Specifically listed are minimum rent and ceiling rent.

## **Operations and Management**

This section includes copies of relevant rules, standards and policies governing maintenance and management of the housing owned, assisted or operated by the BBHA.

## **Grievance Procedures**

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

## **Capital Improvements**

This section is the BBHA CIAP.

## **Demolition and/or Disposition**

This section must include a description of any public housing unit for which we will apply for demolition and/or disposition approval.

## **Designation of Public Housing**

This section outlines our Designated Housing Plan.

## **Conversion of Public Housing**

The U.S. Department of HUD has yet to finalize rules and regulations concerning this requirement. The BBHA will reserve this section and will insert information following appropriate guidance from HUD.

## **Homeownership**

This section contains a statement of the BBHA's role in continuing to develop, maintaining and promoting the Homeownership program.

## **Community Service and Self-Sufficiency**

Included in this section are copies of our Resident Participation and Management Policies and our Economic Development and Self-Sufficiency Policies and Procedure.

## **Safety and Crime Prevention**

In this section we outline our strategy for safety and crime prevention to ensure the safety of the residents we serve.

## **Ownership of Pets in Public Housing**

This section contains a statement of our policies and requirements pertaining to the ownership of pets in public housing.

## **Civil Rights Certification**

This section contains a twofold certification – that we will carry out our Plan in compliance with all applicable civil rights requirements and that we will affirmatively further fair housing.

## **Most recent Fiscal Year Audit**

This section contains a copy of our most recent fiscal year audit. The plan describes the need for the audit and describes the method we use to select our auditor.

## **Asset Management**

This section is reserved for copies of documents not covered in other sections of the Plan.

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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- 17. Asset Management S
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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1017						
Income >30% but <=50% of AMI	623						
Income >50% but <80% of AMI	612						
Elderly	683						
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	16		
Extremely low income <=30% AMI	16		
Very low income (>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	0		
Families with children	13		
Elderly families	3		
Families with Disabilities	1		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3		
2 BR	13		
3 BR	0		
4 BR	0		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	117,081.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Public Housing Capital Fund	210,000.00	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	372,800.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self- Sufficiency Grants	Included in line (e)	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	171,080.00	
<b>4. Other income (list below)</b>	5,900.00	
Section 8 New Construction	288,062.00	
<b>4. Non-federal sources (list below)</b>	-0-	
<b>Total resources</b>	<b>1,164,923.00</b>	

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

[24 CFR Part 903.79 (c)]

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

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

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

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other: Credit History

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

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

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

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

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

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

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

If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other: Previous participation, back balances.

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

- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply) NONE
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below: Rental property in this area is very limited. Therefore if a family is actively looking for a rental unit, extensions are given.

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.79 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

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

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below: \_\_\_\_\_

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

6. Number of units affected:  
 7. Coverage of action (select one)  
 Part of the development  
 Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12;

if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>
------------------------------



- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

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

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The Pet Policy is attached as Attachment P.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:  
The residents that attended the meeting were in agreement with the PHA plan.  
However, they did request the BBHA provide Fire Extinguishers for each unit.  
The residents also requested the parking areas be number according to the unit.
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

- Other: Comments made by the PHA residents did not require any changes to PHA plan.

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

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

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other: No votes are cast.

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

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

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)I, Brenda Williams, Agency Deputy Director, certify that the Five Year and Annual Plan of the Broken Bow Housing Authority, is consistent with the Consolidated Plan of the State of Oklahoma prepared pursuant to 24 CFR Part 91.

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY) 09/2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	10,110.00
5	1411 Audit	700.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	9,235.00
8	1440 Site Acquisition	
9	1450 Site Improvement	38,000.00
10	1460 Dwelling Structures	118,955.00
11	1465.1 Dwelling Equipment-Nonexpendable	8,000.00
12	1470 Nondwelling Structures	10,000.00
13	1475 Nondwelling Equipment	15,000.00
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	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	8,000.00
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	CIAP Coordinator - (Pro-Rated) Salary - including benefits - 12 Hrs. a wk. @ \$14.60 per hour x 52 wks	1410	9110.00
HA Wide	Sundry PH Postage, Advertisement Audit Cost	1410.19	1,000.00 700.00
		1410	
HA Wide	CIAP Supervisor for Forced Account labor 12 hrs wk @ 14.80 hr x 52 wks. Replace cracked dislocated side walks and parking areas, also replace areas of ponding, 4280 sq. ft.	1430	9,325.00 30,000.00
HA Wide	Special Accommodation in accordance with the Occupancy Policy and 504 Requirements	1450	8,000.00
HA Wide	Replace door hardware, light fixtures, vent a hoods smoke detectors, switches, receptacles & Circuit breakers, etc. as needed	1460	28,000.00
HA Wide	Replace plumbing fixtures and hardware as needed	1460	7,000.00
HA Wide	Replace Heat & Air in 20 units	1460	83,955.00
HA Wide	Replace 10 water heaters, refrigerators, & range	1465	8,000.00
HA Wide	Complete Already started wood working shop	1470	15,000.00
HA Wide	Replace Maintenance Equipment 40 HP Mower	1475	10,000.00

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
Ok006-1,2 &3	PHA Wide	4	3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Heat & Air in 110 units @ 4,500 Ea.		495,000	2001
Replace cracked, low or dislocated walks and parking areas 8750 sq. ft		45,000.00	
Replace Sewer Lines		5,200	
Replace Kitchen Cabinets in 40 units		152,000.00	
Replace water heaters 50 units		11,250.00	
Replace Range & Refrigerators in 50 units		30,000.00	
Replace plumbing fixtures & Hardware as needed 50 units		20,000.00	
Replace roofs as needed 40 units		100,000.00	
<b>Total estimated cost over next 5 years</b>		<b>858,450.00</b>	

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>	
<b>Development Identification</b>	<b>Activity Description</b>

Name,  
Number,  
and  
Location

Number  
and  
Type of  
units  
Capital  
Fund  
Program  
Parts II and  
III  
*Component  
7a*  
Developme  
nt  
Activities  
*Component  
7b*  
Demolition  
/  
disposition  
*Component 8*  
Designated  
housing  
*Component 9*  
Conversion  
  
*Component  
10*  
Home-  
ownership  
*Component  
11a*  
Other  
(describe)  
*Component  
17*



## EXECUTIVE SUMMARY

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The Broken Bow Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Broken Bow Housing Authority.

**The mission of the Broken Bow Housing Authority is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.**

We have also adopted the following goals and objectives for the next five years.

**Goal One:** Manage the Broken Bow Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Broken Bow Housing Authority as a high performer by June 30, 2005.
2. The Broken Bow Housing Authority shall make a difference in turn over and fast track processing of application more serviceable to the community will be evidenced by also adding air conditioners, a now competitive requirement, with an objective of obtaining 98% occupancy by June 30, 2005.
3. The Broken Bow Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

**Goal Two:** Continue to provide a safe and secure environment in the Broken Bow Housing Authority's public housing developments.

**Objectives:**

1. The Broken Housing Authority shall continue tight screening and monitoring and heading off crime before it happens in its developments so that the crime rate remains less than the surrounding neighborhood and continues to drop through June 30, 2005.

2. The Broken Bow Housing Authority shall refine the memorandum of understanding between the jurisdiction's policies force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.
3. Broken Bow Housing Authority shall reduce its evictions due to violations of criminal laws by 20% by June 30, 2005, through aggressive screening procedures.

**Goal Three:**

Expand the range and quality of housing choices available to participants in the Broken Bow Housing Authority's tenant-based assistance program.

**Objectives:**

1. Broken Bow Housing Authority shall establish a program to help people use it's tenant- based program to become homeowners by June 30, 2005.
2. Broken Bow Housing Authority shall achieve and sustain a utilization rate of 98% by June 30, 2005, in its tenant-based program.
3. The Broken Bow Housing Authority presently has 80 landlords who participate in the voucher program. The Housing Authority shall attract 100 new landlords who want to participate in the program by June 30, 2005.

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

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

We have adopted three local preferences – for applicants who live or work in Broken Bow, for working families (seniors and people with disabilities automatically get this preference), and victims of domestic violence.

- We have adopted an aggressive screening policy for public housing to ensure to best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.

- We have implemented a tenacious deconcentration policy.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50.00.
- We have established flat rents for all our developments
- In an attempt to encourage work and advancement in the workplace, we are requiring interim recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.
- If the head of household is a full time student, the Housing Authority will give an 18% deduction on any earned income.
- If the co-tenant is a full time student the Housing Authority will not count any of the co-tenant's earned income.
- If the tenant is working 2 jobs and either job is considered full time (30 hrs), the Housing Authority will not count the earned income from the 2<sup>nd</sup> lesser job.
- The Housing Authority will not count earned income over 40 hours a week for the head of household.
- Second wage earner will not count for one year. The Housing Authority will give double deduction of 36% after one year.

In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification

In summary, we are on course to improve the condition of affordable housing in Broken Bow.

# **BROKEN BOW HOUSING AUTHORITY**

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**Copies of any information not physically included with this document can be reviewed in the Main Office of the Broken Bow Housing Authority.**

# NEEDS ASSESSMENT

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We have gathered data from our waiting lists, the State Consolidated Plan and the Census Bureau. Then we looked at this information from the perspective of the required groups and for the factors set forth in the Interim Rule. Finally, we consulted with the creators of the State Consolidated Plan to ensure that they agree with our analysis.

The Broken Bow Housing Authority used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum extent practical. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address our housing needs. Neither the Broken Bow Housing Authority nor the Federal Government has the resources necessary to accomplish our objective. The only practical thing we can do is to apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in Broken Bow.

## **BROKEN BOW CONSOLIDATED PLAN HOUSING NEEDS ASSESSMENT**

### **C. NEEDS ASSESSMENT**

This section identifies the numbers and types of persons in need of housing assistance in McCurtain County.

According to the Consolidated Plan for the State of Oklahoma, in 1990 the State population was 3,145,585 individuals, a 4% increase from 1980. The state has more than 1 million households whose average size is 2.53 persons. Of the total population, 25% are age 18 or younger, while 16% are age 62 or older.

Overall, about 85% of all households are White, 6.5% are African American, 6.5% are Native American, American Eskimo, or Aleut; and less than 1 percent are Asian American or Pacific Islander. During the past

decade, Oklahoma's 77 counties have experienced an average of 4 % increase in their minority populations, from 14% to 18%.

Oklahoma has 304,176 extremely low-income households, who earn 0-30% of the State median family income (MFI). Personal income levels are generally lowest in southeastern Oklahoma and in non-metropolitan areas.

In 1998, Oklahoma ranked 13<sup>th</sup> in the nation for people in poverty, (14.8%) for the 3-year average of 1996-98. The last 30 years reflects a consistent trend of higher than average poverty rate for the state.

The 1990 population census shows the total population for McCurtain County to be 33,433 individuals. 29% of the County's population are 18 years or younger while 14% are elderly; 74% of the population are White, 10% are Black; 15% are American Indian; 1% are other. In McCurtain County there are 12,234 households, of these households 30% live below poverty.

Data from the 1990 population census place the Broken Bow population at 3,961. Approximately 11.85% of the population of McCurtain County reside in Broken Bow. 68.44% of the population, in Broken are White, 8.56% are black, 21.66% are Native American, and the remaining 1.34% are comprised of all other races.

## **1. CURRENT ESTIMATES/FIVE YEAR PROJECTIONS**

The following sections are a discussion on housing needs in this jurisdictions.

In 1990 Oklahoma had 1,406,499 housing units, a 12 percent increase from 1980. Of the 1,206,135 occupied units, 68 percent were owner-occupied, and 32 percent were rental units. The Oklahoma's housing task force identified the poor quality of the housing stock as one of the State's most serious housing problems. The 1990 census reported that more than 12% of the housing units were built before 1940.

## **2. McCurtain County**

### **Extremely and Very Low Income (at or below 50% of median income)**

Almost one out of every three households in McCurtain County qualifies as being very low income, with an income at or below 50% of McCurtain County's median family income level. About half of these households have income at or below 30% of median. Almost all (88%) have some type of housing problem.

There is severe shortage of rental housing affordable to households with incomes at or below 50% of median. Of the rental property available it is likely that a good portion of these units are substandard. The result is people either being unable to obtain housing, doubling up with other families in overcrowded units, or taking on housing expenses that are beyond their means to reasonably afford.

Extremely low-income large (five or more persons) renter households experience more housing problems and have higher cost burdens than any other household category. Of this group, 78% are cost burdened,

paying more than 30% of their gross income for housing expense, and 60% are severely cost-burdened, paying more than 50%. Comparatively, low-income renter households (those earning 51-80% of MFI) experience fewer housing problems, with only 70% reporting problems.

The very low-income families with five or more persons most likely live in overcrowded quarters, due to the cost burden of paying more than 50%, of their earnings as well as the unavailability of rental property. Those large families not living in overcrowded situations are very likely living in publicly assisted housing.

1990 US Census data shows that almost all very low-income renters are cost burdened by spending more than 30% of their earning on housing expenses. This is also true for the majority of very low-income homeowners. Cost burden especially affects households of non-elderly persons living alone or with other non-related people; this is probably due largely to the fact that, until recently, this population did not qualify for most types of housing assistance programs. (New HUD regulations have been changed to allow the provision of federal housing assistance programs to very low-income families (two or more individuals) who are neither elderly nor disabled.)

The majority of all assisted housing tenants fall into the very low-income category. Public housing tenants pay 30% of their income for rent: the average payment by households in housing administered by the City of Broken Bow is approximately \$135 per month. Because of their limited finances, these households have great difficulty becoming with non-subsidized renters or homebuyers. The continuation and expansion of subsidized housing programs, as well as activities designed to increase tenant incomes, are essential to meet the needs of these persons.

### **Moderate Income (from 81-95% of median income)**

Moderate- income households (those earning 81-95% of MFI) experience fewer housing problems than the extremely low-income households. Only 14% are cost-burdened, paying more than 30% of their income for housing, while only 2% are severely cost burdened, paying more than 50%.

Households with moderate incomes fare relatively well housing-wise compared to their lower income counterparts. In this population, owners outnumber renters by 3:2, and severe cost burden is substantially less of a problem than among poorer households. However, moderate cost burden – paying between 31-50% of income for housing – is a fairly common phenomenon, especially among elderly renters and non-elderly homeowners. .

In the past, moderate-income households have generally been relatively successful competitors in the McCurtain County housing market. However, rising rents, lack of lower-end new home construction and low wages are expected to increase the housing difficulties somewhat for this group over the next five years. Current rising mortgage interest rates lesson homeownership possibilities for many households with moderate incomes.

### **3. McCurtain County Service Area**

It is estimated that there are 4227 households or 34% of the households in McCurtain County Service area are comprised of low-income persons, with housing problems of some sort.

Of the 1640 low-income renter households projected to have housing problems, 29 percent are elderly. 43% are comprised of small households (2-4 persons), 13% are comprised of large households (5 or more persons).

There are currently approximately 331 eligible households on the City of Broken Bow's waiting list for Section 8 and Conventional Public Housing. Waiting periods are substantial for non-elderly, non-disabled

renter households seeking help for their housing problems. The distribution of these households by the size of unit required is shown below.

	Studio/1 bdrm	2 bdrm	3 bdrm	4 brdrm	5 bdrm	6 bdrm
Section 8 Rent Subsidies Elderly/disabled Families						
Convention Public Housing Elderly/disabled Families						
Home Owner Elderly/disabled Families						

The State has fewer than 14,000 public housing units. OHFA administers more than 7,000 Section 8 assistance units throughout the State. Of this total, 1934 units were obtained through homeless vouchers; and 1,100 were obtained through moderate rehabilitation.

The housing needs of households in the economic sector are expected to worsen significantly in McCurtain County. Lack of development of new affordable housing resources along with low wages and increasing rents will make it increasingly difficult for individuals and families to find and retain housing. The numbers of landlords willing to make properties available to Section 8 tenants and accept HUD fair market rent levels is expected to decrease. Unless there is a significant shift in economic conditions, many more McCurtain County residents are expected to enter the ranks of the very low income during the next five years.

While future demand has been projected herein, the distribution of persons and families with housing problems and or cost burdened is not anticipated to change within the five year period covered in this report.

**Demand For Homebuyer Assistance and Needs of First Time Buyers**

According to projections by the City of XYZ Technical Services Division concerning 1994 single-family sales activity from the XYZ Multiple Listing Service (MLS), 18.5 percent of all home sales (1,679 transactions) were priced under \$60,000. Assuming standard home underwriting principles, standard loan to-value ratios and prevailing mortgage interest rate levels, this field of mortgage demand conservatively represents activity capable of being captured for persons within the higher end of the other-low income category (earning from 51 to 80 percent of the median and above. As a result, it is estimated that \$36.9 million in mortgage demand was reasonably available to homebuyers of affordable housing within the XYZ area.

Projections in 1995 suggest that only 15.8 percent (1,509 sales) of all MLS transactions will be valued under \$60,000 suggesting gross mortgage demand at a level of \$32 million, a reduction of 13 percent off 1994 levels. Despite rising mortgage interest rate adversely affecting affordability, the field of affordably priced sales from the existing market appears viable for targeted homeownership programs. Discussions with lenders suggest that the ability of lower income homebuyers access available mortgage capital is often restricted by adverse credit circumstances and limited cash are sources for down payment, closing costs and routine home maintenance expenses. The XYZ/XYZ Home consortium has and will continue to aggressively tap available mortgage demand for homebuyers in need and capable of servicing debt on a sustained basis.

According to a state-wide market survey conducted in 1992 at the request of XYZ County Industrial Development Authority, approximately 38 percent of all homeowners in the Broken Bow area were comprised of first-time buyers. Extrapolating this data to the XYZ Metropolitan Area, much of the aforementioned mortgage demand is derived from first-time homebuyers. First-time buyers are also more likely to access home sales priced under \$60,000.

## ANALYSIS OF THE PUBLIC HOUSING WAITING LIST

<b>Total Number of Families on the Waiting List</b>	16
<b>Bedroom Breakdown:</b>	
One Bedroom Applicants	7
Two Bedroom Applicants	5
Three Bedroom Applicants	4
Four Bedroom Applicants	0
Five Bedroom Applicants	N/A
Six or more Bedroom Applicants	N/A
<b>Income Distribution of Applicants:</b>	
Applicants between 50% and 80% of Median	0
Applicants between 30% and 49.9% of Median	0
Applicants at less than 30% of Median	16
<b>Number of Applicant Families Headed by an Elderly Person</b>	2
<b>Number of Applicant Families with a Person with a Disability</b>	1
<b>Racial/Ethnic Breakdown:</b>	
White (Non-Hispanic)	12
Black (Non-Hispanic)	1
American Indian/Native Alaskan	3
Asian or Pacific Islander	0

Hispanic	0
Other	0
<b>Average Length of Time to Receive Housing (in months)</b>	1
<b>If waiting list is closed, date it closed</b>	N/A

## ANALYSIS OF THE SECTION 8 WAITING LIST

<b>Total Number of Families on the Waiting List</b>	315
<b>Bedroom Breakdown:</b>	
One Bedroom Applicants	7
Two Bedroom Applicants	5
Three Bedroom Applicants	4
Four Bedroom Applicants	0
Five Bedroom Applicants	N/A
Six or more Bedroom Applicants	N/A
<b>Income Distribution of Applicants:</b>	
Applicants between 50% and 80% of Median	0
Applicants between 30% and 49.9% of Median	0
Applicants at less than 30% of Median	16
<b>Number of Applicant Families Headed by an Elderly Person</b>	2
<b>Number of Applicant Families with a Person with a Disability</b>	1
<b>Racial/Ethnic Breakdown:</b>	
White (Non-Hispanic)	12
Black (Non-Hispanic)	1
American Indian/Native Alaskan	3
Asian or Pacific Islander	0
Hispanic	0
Other	0

Average Length of Time to Receive Housing (in months)

1

If waiting list is closed, date it closed

N/A

## JURISDICTIONAL NEEDS ASSESSMENT TABLE

<b>Table 1. Needs of Specific Families in the Jurisdiction</b>			
	<b>EXTREMELY LOW INCOME</b>	<b>ELDERLY, DISABLED</b>	<b>RACIAL/ETHNIC GROUP</b>
<b>Affordability Issues</b>	As the economy picks up, more families will have better choices in housing. The PH developments are now the best affordability choice for families in this income group.	Good supply of affordable, quality housing. Mostly Housing Authority owned one bedroom. Residents are serviced by service providers and paid through Oklahoma Health Authority.	None determined.
<b>Supply of Housing</b>	Needs to be increased considerably over next 2-5 years	There is a need for assisted living in the next 2-5 years.	None determined.
<b>Quality of Housing</b>	Available existing units of non-Public Housing units is in poor condition	Agency recently purchased and refurbished 4 units and constructed 59 new homes, of which 15 were sold to this group.	None determined.
<b>Accessibility</b>	Good Supply	See Above	None determined.

<b>Size – 3 BR or larger</b>	<b>Very short supply in this affordability range</b>	<b>Not applicable</b>	<b>None determined.</b>
<b>Location of Housing</b>	<b>Most affordable units are scattered throughout jurisdiction. The Broken Bow Housing Authority operates 4 public housing developments,</b>	<b>Located mostly in the city limits, near services, churches and other institutions that serve this population</b>	<b>None determined.</b>

## **PUBLIC HOUSING WAITING LIST NEEDS ASSESSMENT TABLE**

<b>Table 2. Needs of Specific Families on the Public Housing Waiting List</b>			
	<b>EXTREMELY LOW INCOME</b>	<b>ELDERLY, DISABLED</b>	<b>RACIAL/ETHNIC GROUP</b>
<b>Affordability Issues</b>	<b>We expect a continued demand for this category, given the direction of the local economy.</b>	<b>Good supply of affordable, quality housing.</b>	<b>None determined.</b>
<b>Supply of Housing</b>	<b>Needs to be increased moderately over next 2-5 years.</b>	<b>Sufficient for the next 2-5 years.</b>	<b>None determined.</b>
<b>Quality of Housing</b>	<b>Existing agency owned units are in good condition.</b>	<b>Agency recently purchased and refurbished 4 units and constructed 59 new units of which 15 were sold to this group.</b>	<b>None determined.</b>
<b>Accessibility</b>	<b>Good supply.</b>	<b>See above</b>	<b>None determined.</b>
<b>Size – 3 BR or larger</b>	<b>There is a reasonably adequate supply of large houses owned by Broken Bow Housing Authority and two private owners who have RD 515 units.</b>	<b>Located mostly in the city limits, near services, churches and other institutions that serve this population.</b>	<b>None determined.</b>

	<b>Most affordable units are scattered throughout jurisdiction. Agency operates 4 public housing developments. Two private owners operate 3 R.D. 515 Developments.</b>	<b>Located mostly in the city limits near services, churches and other institutions that serve this population.</b>	<b>None determined.</b>
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## SECTION 8 WAITING LIST NEEDS ASSESSMENT TABLE

<b>Table 3. Needs of Specific Families on the Section 8 Waiting List</b>			
	<b>EXTREMELY LOW INCOME</b>	<b>ELDERLY, DISABLED</b>	<b>RACIAL/ETHNIC GROUP</b>
<b>Affordability Issues</b>	Landlords may opt out of the program. We are concerned about sudden rent increases, especially as local economy begins to improve.	Good supply of affordable, quality housing.	None determined.
<b>Supply of Housing</b>	Needs to be increased modestly over next 2-5 years.	Sufficient for the next 2-5 years.	None determined.
<b>Quality of Housing</b>	Existing units are of generally poor quality.	Agency recently purchased and refurbished 4 units and constructed 59 new units of which 15 were sold to this group.	None determined.
<b>Accessibility</b>	Good Supply.	See above.	None determined.
<b>Size – 3 BR or larger</b>	Supply in this affordability range is generally adequate.	Not applicable.	None determined according to waiting list.
<b>Location of Housing</b>	Most affordable units are scattered throughout jurisdiction.	Located mostly in the city limits near services, churches and other institutions that serve this population.	None determined.



<b>STATEMENT OF FINANCIAL RESOURCES</b>		
1	<b>Income/Receipts for Public Housing</b>	
2	Rental Income	
3	Investment Income	
4	Entrepreneurial Activities	
5	Donations	
6	Leveraged Funds	
7	Operating Fund Receipts	
8	Current Capital Fund Receipts	
9	Prior Year Capital Fund Receipts	
10	Current Drug Elimination Program Receipts	
11	Prior Year Drug Elimination Receipts	
12	Other Grant Receipts	
13	Other : _____	
14	Other : _____	
15	Other : _____	
16	Other : _____	
17	<b>Total Public Housing Income</b>	
18		
19	<b>Expenditures for Public Housing</b>	
20	Capital Fund Expenditures	
21	New Development Expenditures	
22	Anti-Crime and Security Expenditures	
23	Resident Services Expenditures	
24	Program Administration Expenditures	
25	Contributions to Reserve Account	
26	<b>Total Public Housing Expenditures</b>	
27		
28	<b>Income/Receipts for Tenant-Based Assistance</b>	
29	Annual HAP Contribution	
30	Administrative Reserve Interest Income	
31	<b>Total Tenant-Based Income</b>	
32		
33	<b>Expenditures for Tenant-Based Assistance</b>	
34	HAP Payment to Owners	
35	Program Administration Expenditures	
36	Contributions to Administrative Reserve	
37	<b>Total Tenant-Based Expenditures</b>	

38		
39	<b>Public Housing Reserves</b>	
40	<b>Tenant-Based Administrative Reserves</b>	

## **Rent Determination Response**

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The Broken Bow Housing Authority operates both Public Housing and Section 8 Programs. We have decided to set the following rent policies for the Public Housing Program.

1. We are retaining the calculation of rent payment at greater of 30% of adjusted monthly income, 10% of monthly income, or shelter rent.
2. We are not adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at time when the Federal government is under-funding public housing operations.
3. We have retained our existing ceiling rent policy and amounts.
4. We are phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will fully phase in for the third year.
5. As an additional incentive to help our residents increase their income, we are not requiring that they report any increases in their income until their next regular recertification.
6. We have established a minimum rent o \$50.00.

We have determined that the following flat rents will apply in our public housing developments.

<b>DEVELOPMENT</b>	<b>FLAT RENT</b>
EAST SIDE, WEST SIDE, BRUTON ADDITION	
One Bedroom	200.00
Two Bedroom	225.00
Three Bedroom	250.00
Four Bedroom	275.00

We have decided to set the following rent policies for the Section 8 Program.

1. We are retaining the calculation of the participant's contribution at greatest of 30% of adjusted income, 10% monthly income or shelter rent,

2. We are not adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under funding housing opportunities.
3. As an incentive to help our Section 8 participant increase their income, we are not requiring that they report any increase in their income until their next regular re-certification.
4. We have determined to use the published FMRs as our payment standard/ We anticipate re-examining this issue for next year's Agency Plan when the future course of the program is clearer.
5. We have established a minimum rent of \$50.00

## **OPERATION AND MANAGEMENT**

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The Broken Bow Housing Authority has the following Policies that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Blood Borne Disease Policy
- Capitalization Policy
- Check Signing Policy
- Community Space Policy
- Criminal Records Management Policy
- Disposition Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Fund Transfer Policy
- Hazardous Material Policy
- Investment Policy
- Maintenance Policy (including pest control)
- Natural Disaster Policy
- Personnel Policy
- Procurement Policy

The required pest control policy is contained in our Maintenance Policy (see Section 2.5(A)).

Copies of these policies can be located at office, located at 710 E. Third, Broken Bow.

The Broken Bow Housing Authority operates the following programs:

<b>PROGRAM</b>	<b>BRIEF DESCRIPTION</b>
Public Housing	140 units of public housing.
Section 8	215 certificates and vouchers
CIAP	Adding air, replacing cabinets, misc. repairs.
Rural Development	24 units Section 515
Home Ownership	Affordable housing development 63 units
S8 Project Base	Contract Administrator 64 units
Family Self Sufficiency Section 8	15 units
Family Self Sufficiency	7 units
Low Rent	

PROGRAM	BRIEF DESCRIPTION

The Broken Bow Housing Authority has 140 public housing units in the following locations:

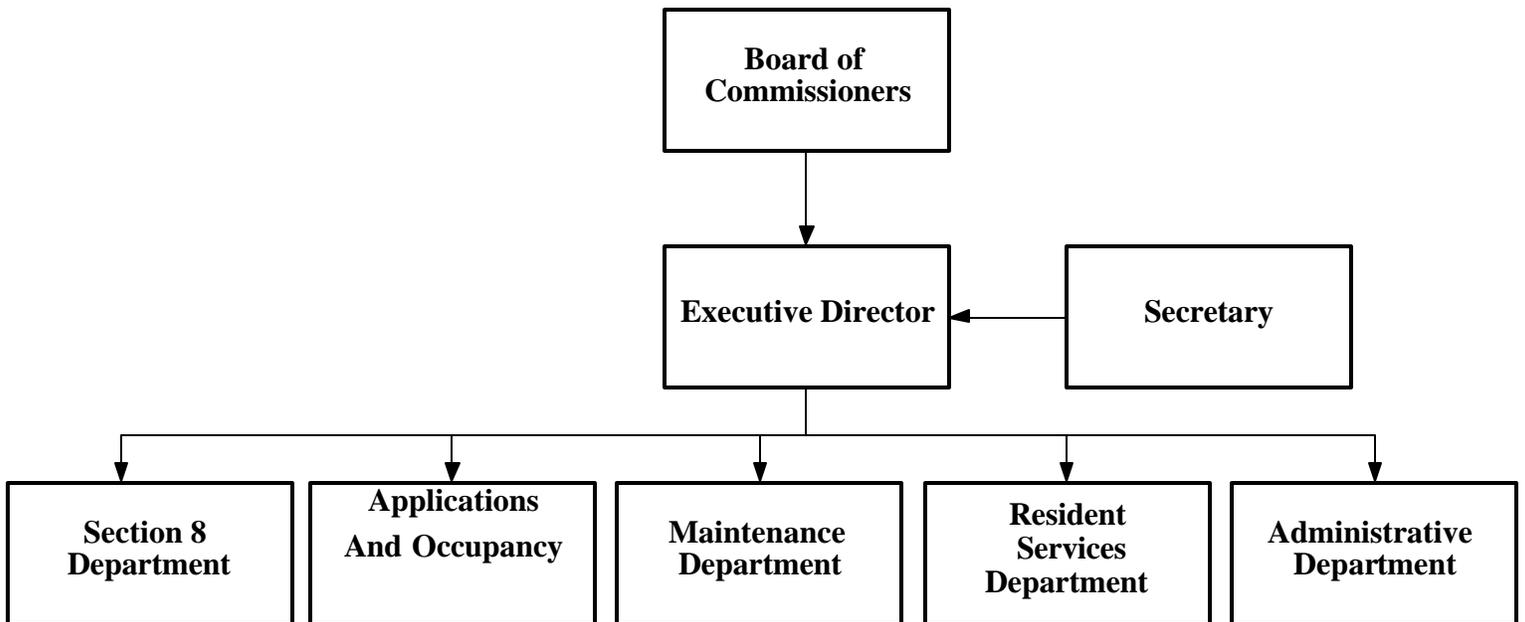
DEVELOPMENT NAME	NUMBER OF UNITS	AVERAGE ANNUAL TURNOVER
Eastside	60	12
Westside	40	8
Bruton Addition	40	24
Rural Development Section 515	24	5

The Broken Bow Housing Authority operates a tenant-based program. It operates both Section 8 Certificate and Section 8 Voucher Programs. In total we are able to assist 215 families. On average, 60 certificates or vouchers are surrendered each year and new families are assisted under these programs.

We have a Resident Commissioner on our Board of Commissioners. This person is appointed by the Mayor of Broken Bow, the same as all the other Commissioners.

Finally, attached is an organizational chart of the Broken Bow Housing Authority in accordance with Oklahoma state law

**BROKEN BOW HOUSING AUTHORITY  
ORGANIZATION CHART**



# PUBLIC HOUSING GRIEVANCE PROCEDURE

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## 1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

## 2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Broken Bow Housing Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents not involving the Broken Bow Housing Authority or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Broken Bow Housing Authority or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
  - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - 2. Right of the resident to be represented by counsel;
  - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
  - 4. A decision on the merits.

- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
  - 1. Who resides in the unit and who executed the lease with the Broken Bow Housing Authority as lessee of the premises, or, if no such person now resides in the premises,
  - 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Broken Bow Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

### **3.0 PROCEDURES PRIOR TO A HEARING**

Any grievance shall be promptly and personally presented, either orally or in writing, to the Broken Bow Housing Authority office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

### **4.0 PROCEDURES TO OBTAIN A HEARING**

#### ***4.1 REQUEST FOR HEARING***

The resident shall submit a written request for a hearing to the Authority or the development office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

#### **4.2 SELECTION OF A HEARING OFFICER**

A grievance hearing shall be conducted by an impartial person appointed by the XYZ Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The Broken Bow Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Broken Bow Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

#### **4.3 FAILURE TO REQUEST A HEARING**

If the resident does not request a hearing in accordance with this section, then the Broken Bow Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Broken Bow Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

#### **4.4 HEARING PREREQUISITE**

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

#### **4.5 ESCROW DEPOSIT**

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Broken Bow Housing Authority claims is due, the resident shall pay to the Broken Bow Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Broken Bow Housing Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Broken Bow Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the

resident may have to contest the Broken Bow Housing Authority's disposition of his grievance in any appropriate judicial proceeding.

#### **4.6 SCHEDULING OF HEARINGS**

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Broken Bow Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

### **5.0 PROCEDURES GOVERNING THE HEARING**

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Broken Bow Housing Authority does not make the document available for examination upon request by the resident, the Broken Bow Housing Authority may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Broken Bow Housing Authority or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Broken Bow Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Broken Bow Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

## **6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS**

The participant family may request that the Broken Bow Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

## **7.0 DECISION OF THE HEARING OFFICER**

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Broken Bow Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Broken Bow Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Broken Bow Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Broken Bow Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Broken Bow Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Broken Bow Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in \_\_\_\_\_ the \_\_\_\_\_ matter.

## **CAPITAL IMPROVEMENT PLAN**

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached HUD forms are our Plan. The needs we currently have greatly exceed the resources we have to meet these needs. The prioritization decisions we have made were extremely difficult to make, but are in the best interest of our residents and the community.

This Plan is based on the best information that was available to the BROKEN BOW Housing Authority at the time we prepared the Plan. Unfortunately, we were not notified of the exact amount of Capital Funds that will be available for our use in the affected fiscal year. When exact information is received, we may need to make required revisions to this Plan.

## **DEMOLITION AND/OR DISPOSITION**

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The Broken Bow Housing Authority has no plans to demolish or dispose of any of our public housing property in the next year.



## DESIGNATED HOUSING

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The Broken Bow Housing Authority presently has 60 units that were designed and built for elderly. We have no plans to designate any additional public housing units in the next year for the exclusive use of either the elderly or people with disabilities. In addition to the units that were designed specifically for elderly, we have 8 units that are fully handicap accessible. This decision is consistent with our needs assessment and Consolidated Plan.



## **CONVERSION OF PUBLIC HOUSING**

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The Broken Bow Housing Authority is not required by the terms of the 1996 HUD Appropriations Act to convert any of our buildings or developments to tenant-based assistance. Also, at this time, we do not intend to voluntarily convert any of our buildings or developments to tenant-based assistance.



# HOMEOWNERSHIP

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The Broken Bow Housing Authority has an aggressive homeownership program. Here are the basic elements of our program:

## **The Broken Bow Housing Authority Homeownership Program**

**Legal Authority:** This is/was a Section 5(h) Homeownership Program that was approved by HUD on June 10, 1997.

**Size of Program:** Originally it involved the sale of 24 scattered site single-family homes that were specifically designed for that purchase. All 24 homes were sold by (DATE). The proceeds from the sale of each house went in to our local homeownership program and we built another house and it revolves to the next and the next.

**Pricing the Homes:** Appraisal were made of the homes that yielded values of between \$55,000 and \$70,000.

**Financing:** The houses are sold at below market prices as set by the Housing Authority board according to the 5 year plan. The Housing Authority carries a silent second mortgage, for the difference between the market price and the below market price, that will be forgiven on a pro-rata basis over ten years. Any second mortgage remaining at the time of sale or re-financing will be repaid to the Broken Bow Housing Authority. The purchaser puts 3% down and private financing carries the first mortgages at a favorable interest rate that varies depending on the market.

**Participation Selection Criteria:** First choice was given to public housing residents on a first-come first-served basis. Their credit also has to qualify for a first mortgage being made on the houses by private financing. Second choice is given to our Section 8 participants and then to others who qualify for entry into the low-income program.

**Associated Counseling and Training:** Everyone who purchases a home is required to attend a sessions on home maintenance that is conducted by the Broken Bow Housing Authority Maintenance Director and a session on credit counseling and home budgeting conducted by an the Housing Authority. The home owners are required to belong to a Homeownership organization and attend at least one meeting/training each year for the length of the 2<sup>nd</sup> mortgage.

**Resale Restrictions:** There are no resale restrictions on the homes. However, if they are sold in the first ten years, there will be a pro-rata repayment required of the amount of the balance of the silent second mortgage.

**Results of the Program:** All 24 of the original homes were sold as of (Date), a combined total of the revolving local program to date has resulted in 60 houses being sold and three presently under construction.



## COMMUNITY SERVICE AND SELF-SUFFICIENCY

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a description of our Community Service and Self-Sufficiency Programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, let us describe our current resident programming. We are engaged in the following resident programs:

- **Xxxxxxx**
- **Xxxxxxx**
- **Xxxxxxx**
- **Xxxxxxx**

Second, we will be in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We took care of the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

- "2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income."

Finally, per the instructions given in the Interim Rule, we are deferring decisions on how we will deal with the new community service requirement until HUD issues a final regulation on this matter.

# SAFETY AND CRIME PREVENTION

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## 1.0 OVERVIEW/BACKGROUND

In accordance with the Quality Housing and Work Responsibilities Act of 1998 the Broken Bow Housing Authority has established this Safety and Crime Prevention Plan which incorporates the following requirements:

- A. Safety Measures on a on a jurisdiction-wide basis to ensure the safety of the residents living in public housing owned and operated by the Broken Bow Housing Authority.
- B. The Broken Bow Housing Authority Safety and Crime Prevention Plan has been established in consultation with the Broken Bow Police Department. Attached as a part of this Plan is a statement by the Broken Bow Police Department indicating that they have participated in the development of this Plan and that they concur in the objectives of this Plan and will participate with the Broken Bow Housing Authority in accomplishing the goals of the Plan.
- C. The Broken Bow Housing Authority Safety and Crime Prevention Plan describes measures to ensure the safety of public housing residents and measures to prevent crime. This Plan describes activities in effect, planned, or contemplated by the Broken Bow Housing Authority. This Plan describes the coordination planned (or) undertaken between the Broken Bow Housing Authority and the Broken Bow Police Department for carrying out the objectives of this Plan.

**(Insert brief description of the housing authority – size, number of sites, units, location, a brief description of the community, etc.)**

**Example:**

The Broken Bow Housing Authority is located in Broken Bow, a small community in McCurtin County in the southeast section of the State.

The Broken Bow Housing Authority owns and operates three developments totaling 140 units. The developments are scattered throughout the City of Broken Bow.

Name of Development	Project Number	OBR	1BR	2BR	3BR	4BR	5BR	TOTAL
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Eastside	006-1							60
Westside	006-2							40
Bruton Addition	006-4							40
TOTAL								140

## **2.0 SAFETY AND CRIME PREVENTION NEEDS OF OUR DEVELOPMENTS**

The Broken Bow Housing Authority has a lower concentration of drug-related activity in comparison to the community at large. All the Broken Bow developments are monitored daily to shut down any illegal activity before it get a footing.

The Broken Bow Housing Authority has contacted the Broken Bow Police Department for assistance with the security and crime problems on an around Housing Authority Developments.

The Broken Bow Police Department is supported to our cause, and responds to our needs.

The Broken Bow Housing Authority does have quantifiable drug/crime data available from the Broken Bow Police Department.

The Broken Bow Housing Authority does maintain some basic information regarding incidents of security and crime problems on and around developments.

## **3.0 GOALS AND OBJECTIVES**

The Broken Bow Housing Authority has established the following goals and objectives in the safety and crime area:

- A. To monitor our developments closely.
- B. To Continue to reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.

- C. To maintain our established working relationships with local service providers.

#### **4.0 CURRENT SAFETY AND CRIME PREVENTION ACTIVITIES**

The Broken Bow Housing Authority is engaged in the following anti-crime activities:

- A. We have adopted and implemented a “one strike” policy.
- B. We have implemented and are enforcing strict lease enforcement policies and procedures.
- C. We are conducting strict applicant screening.

In addition, the Broken Bow Housing Authority intends to accomplish the following tasks in the next year:

- A. Establish closer relationships with local law enforcement.

August 1, 1999

Mr. Executive Director, Executive Director  
Broken Bow Housing Authority  
123 Main Street  
Broken Bow, USA 55555

Dear Mr. Director:

Thank you very much for giving the Broken Bow Police Department the opportunity to work with you on your Safety and Crime Prevention Plan. Hopefully our collaborative effort will enhance the public safety of your residents. We fully support your efforts under this Plan and will do everything we can to assist you in accomplish its goals. This includes assisting the agency in its data collection and program monitoring efforts required by the PHDEP program performance system. Our memorandum of agreement (or understanding) details all of these activities.

Sincerely yours,

John Q. Policeman  
Chief of Police

## **PET POLICY**

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In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), this Section is included with the policies of the BBHA attached to the Comprehensive Plan.

## CIVIL RIGHTS CERTIFICATION

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The Broken Bow Housing Authority does hereby agree and certify that it will carry out this Agency Plan (both our Five-Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

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Frank Meddock Executive Director

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February 10, 2000

Date



## **-ANNUAL AUDIT**

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In compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), our annual audit is not being submitted with this document because HUD has already received a copy of the audit. If anyone wants to view the annual audit of the Broken Bow Housing Authority, they can do so by coming to our office during normal working hours and requesting to see it.

# STATEMENT OF APPROACH TO ASSET MANAGEMENT

The Broken Bow Housing Authority defines asset management as the ability to manage our properties in a way that maximizes their potential to fulfill the mission of the Housing Authority. We are in the process of beginning to implement an asset management system. When completed it will include:

1. A system to profile and measure the performance of each property;
2. A system to determine the financial viability of each property;
3. A system to value the accomplishment of social objectives (i.e. the housing authority mission); and
4. A system for evaluating options for properties.

When these information and analysis systems are in place, we will be able to make decisions about the best use or disposition of our assets. By understanding the best community use of the property, the shelter and financial potential of the property, and the operating cost and performance profile of each property, the Broken Bow Housing Authority will be able to make decisions about how to use our property to best serve the needs of our community, residents, and agency. In a worse case scenario, it will help us decide if we need to demolish and/or dispose of any part of a property and how to replace if so. Our system of analysis will include these steps:

## **STEP ONE -- DETERMINE THE TARGET POPULATION FOR THE PROPERTY.**

Given the community's housing needs as articulated in the Consolidated Plan for our jurisdiction, what are the greatest housing needs in our community? What populations are not being adequately served by the private market? We will review demographics and waiting list information to make these decisions. Depending on the property and the composition of the community we can target working families, the elderly, the frail elderly, people with disabilities, or families needing supportive services. Different populations may be most suited to different properties.

## **STEP TWO -- DETERMINE IF THE PROPERTIES ARE ABLE TO SERVE THE IDENTIFIED NEED.**

There are three aspects to this point -- are there enough units to serve the need, are those units physically and structurally sound, and do the units include the amenities required to compete successfully for residents?

If there is an unmet need, the Broken Bow Housing Authority may seek development partners or attempt to acquire additional units to meet the need. If property is not physically adequate to house the population, we will perform a physical needs assessment to determine whether capital improvements or retrofitting is required to make the property suitable.

There is one other possible situation: It is possible that there are more units available than are required to accommodate the target population. If this is the case we will seek the best use for these units.

## **STEP THREE -- COMPLETE A NEIGHBORHOOD STUDY.**

An analysis of the surrounding neighborhood will also provide important information about the potential market for the property. If the surrounding neighborhood is experiencing decline or crime problems, these must be taken into consideration before any decision is made about making a capital investment in the property.

## **STEP FOUR -- DETERMINE THE CURRENT COST OF OPERATING THE PROPERTY.**

The Broken Bow Housing Authority must understand how much work is required to keep the property operating at an acceptable standard. Also, examine the amenities the property offers. Are the amenities appropriate and cost-effective? This is the first step to understanding the financial stability of the property.

**STEP FIVE -- DETERMINE THE POTENTIAL INCOME THE PROPERTY CAN PRODUCE GIVEN ITS BEST USE.**

Considering full occupancy, how much rent and subsidy can be generated by each of our properties? By comparing this to the cost of operating the property we will gain significant information about the financial feasibility of our properties. It is likely that an accurate estimate of this cannot be made until the new rules for the operating fund are finalized.

**STEP SIX -- DETERMINE THE COST OF ANY CAPITAL IMPROVEMENTS OR RETROFITTING REQUIRED TO EQUIP THE PROPERTY TO SERVE THE TARGET POPULATION.**

What is the cost of any required rehabilitation or retrofitting? This amount must be factored into the income potential and operating cost of the property to determine if retrofitting this property is the best way to serve the identified need. Changes to the property will include the installation of air conditioning, and additional conversion to handicapped accessible units.

**STEP SEVEN -- DETERMINE THE COST OF OPERATING THE REHABILITATED PROPERTY.**

Will the cost of operating the property be different after improvements are made? If so, this must be factored into the decision making process.

**STEP EIGHT -- COMPARE THE OPERATING COST TO THE POTENTIAL INCOME.**

Regardless of the need for the housing, it must be financially feasible to operate the property. If the Broken Bow Housing Authority has determined that a property can produce enough income to sustain itself, the use of the property for the targeted use will proceed. If a property cannot produce enough income to sustain itself and there is a need for the housing, we may decide to seek additional support from other properties in the portfolio or elsewhere in the community. This is reasonable if, in our opinion and the community's, there is great social value in operating the property.

If the social value of operating the property is not sufficient to justify the contribution of operating support from the rest of the portfolio, the Broken Bow Housing Authority will seek disposition or alternate use for the property.

**STEP NINE -- DETERMINE THE ABILITY OF THE PROPERTY TO GENERATE ADEQUATE FUNDS FOR AN OPERATING RESERVE.**

An additional aspect of a property's ability to sustain itself financially is its ability to generate enough funds not only to pay its operating costs, but also to contribute to a replacement reserve. The Broken Bow Housing Authority cannot estimate the need for an operating reserve until the rules for the new capital and operating funds have been finalized, but we do intend to continue our current practice of funding operating reserves.

In summary, the Broken Bow Housing Authority intends to reinvent our public housing as we know it and move towards a more market-driven, private-oriented management system while retaining our responsibility to both our residents and the taxpayers.