

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

*SmallPHAPlanUpdateforthe
HousingAuthorityoftheCityofBrokenBow
AnnualPlanforFiscalYear: 07/2003*

**NOTE:THIS PHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: *Housing Authority of the City of Broken Bow*

PHANumber: *OK006*

PHA Fiscal Year Beginning:(mm/yyyy) *07/2003*

PHA Plan Contact Information:

Name: *Frank Meddock, Executive Director & Dora Oliva, the Nelrod Company*

Phone: *1-580-584-6939 & 1-817-922-9000 x623*

TDD:

Email (if available): *bow@pine-net.com & dora@nelrod.com*

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

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

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

AnnualPHAPlan
FiscalYear20 03
 [24CFRPart903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Contents	<u>Page#</u>
Annual Plan	
i. Executive Summary (optional)	2
i. Annual Plan Information	1
ii. Table of Contents	1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	4
2. Capital Improvement Needs	4
3. Demolition and Disposition	5
4. Homeownership: Voucher Homeownership Program	6
5. Crime and Safety: PHDEP Plan	7
6. Other Information:	8
A. Resident Advisory Board Consultation Process	
B. Statement of Consistency with Consolidated Plan	
C. Criteria for Substantial Deviations and Significant Amendments	
Attachments	
<input checked="" type="checkbox"/> Attachment A: Supporting Documents Available for Review	
<input checked="" type="checkbox"/> Attachment B: Capital Fund Program Annual Statement	
<input checked="" type="checkbox"/> Attachment C: Capital Fund Program 5 -Year Action Plan	
<input type="checkbox"/> Attachment_: Capital Fund Program Replacement Housing Factor Annual Statement	
<input type="checkbox"/> Attachment_: Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/> Attachment D: Resident Membership on PHA Board or Governing Body	
<input checked="" type="checkbox"/> Attachment E: Membership of Resident Advisory Board or Boards	
<input checked="" type="checkbox"/> Attachment O: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	ok006o02
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
<i>Pet Ownership policy</i> – ok006f02	
<i>Deconcentration and Income Mixing Policy</i> – ok006g02	
<i>Voluntary Conversion Required Initial Assessment</i> – ok006h02	
<i>Section 8 Homeownership Capacity Statement</i> – ok006i02	
<i>Deconcentration and Income Mixing</i> – ok006j02	
<i>Progress Statement</i> – ok006k02	
<i>2001 Performance and Evaluation Report</i> – ok006l02	
<i>2002 Performance and Evaluation Report</i> – ok006m02	
<i>2000 Performance and Evaluation Report</i> – ok006n 02- added	

ii. Executive Summary

[24CFRP art903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

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 ensuring 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:

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

Objectives:

- HUD shall recognize the Broken Bow Housing Authority as a High Performer by June 30, 2005.*
- The Broken Bow Housing Authority shall improve the turnaround time by fast track processing of applications, also to make the units more serviceable to the community by adding air conditioners (a now competitive requirement) with an objective of obtaining 97% occupancy rate by June 30, 2005.*
- 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 Authorities public housing developments.*

Objectives:

- The Broken Bow 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.*
- The Broken Bow Housing Authority shall refine the memorandum of understanding between the jurisdiction's police 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 the problem*
- 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 the quality of housing choices available to participants in the Broken Bow Housing Authority's tenant-based assistance program.*

Objectives:

- 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 utilization rate of 95% 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 10 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 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 the 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 for 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 an order of the date and time applied.
- We have established a minimum rent of \$50.00.
- We have established flat rent for all our developments.
- In an attempt to encourage work and advancement in the workplace, and if the tenant or co-tenant is full-time employed, we are not requiring interim recertifications if a resident or Section 8 participant has 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 by the head of household.
- If the head of household is full-time employed and 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 (35 hours), the Housing Authority will not count the earned income from the 2nd lesser job.
- The Housing Authority will not count earned income over 40 hours a week for the head of household.
- If the head of household is full-time employed, the second wage earner's income will not count for one year. The Housing Authority will give double deduction of 36% after one year to the second wage holder.

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

1.Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

5-Year Plan

Add to "Goal: Expand the range and the quality of housing choices available to participants in the Broken Bow Housing Authority tenant-based assistance program", the following:

1. Build three (3) duplex units
2. Develop and build houses under the "Rent-to-Own" Program through tax credit financing LIHTC.

Add to "PHA Goal: Increase assisted housing choices." the following:

Broken Bow Housing authority will establish a "Rent-to-Own" program of homeownership and apply for funding to build single family housing for qualified applicants to purchase through this program.

Revised Substantial Deviation and Significant Amendment or Modification definition for clarity.

Annual Plan

3.PHA Policies Governing Eligibility, Selection and Admissions

- *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.*
- *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 for the landlord. Our screening practices will meet all fair housing requirements.*
- *Implemented a tenacious deconcentration policy.*
- *Applicants will be selected from the Waiting List by preference and in an order of the date and time applied.*

4.PHA Rent Determination Policies

- *Established a minimum rent of \$50.00.*
- *Established flat rents for all our developments.*
- *In an attempt to encourage work and advancement in the workplace, and if the tenant or co-tenant is full-time employed, 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.*
- *If the head of household is a full-time student, the Housing authority will give an 18% deduction on any earned income by the head of household.*
- *If the head of household is full-time employed and 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 (35 hours), the Housing Authority will not count the earned income from the 2nd lesser job.
- The Housing Authority will not count earned income over 40 hours a week for the head of household.
- If the head of household is full-time employed, the second wage earners income will not count for one year. The Housing Authority will give double deduction of 36% after one year to the second wage holder.

2. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 274,312.

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is provided as Attachment *ok006c02*

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment *ok006b02*

2001 Performance and Evaluation Report -ok006 l02

2002 Performance and Evaluation Report -ok006 m02

2000 Performance and Evaluation Report -ok006n 02 -added

3.D Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability: 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 next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
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. Relocation resources (select all that apply)	
<input type="checkbox"/> Section 8 for units	
<input type="checkbox"/> Public housing for units	
<input type="checkbox"/> Preference for admission to other public housing or section 8	
<input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Actual or projected start date of relocation activities:	
c. Projected end date of activity:	

4. Voucher Homeownership Program

[24CFRPart903.79(k)]

- A. 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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

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

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

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

5. Safety and Crime Prevention: PHDEP Plan *not required*

[24 CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ 0.00

- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 attached as Attachment (Filename) *ok006o02*

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

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included Yes No: below
 Yes No: at the end of the RAB Comments in Attachment _____.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment ok006o02.
- Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) *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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

Commitment

- 1. Leverage limited tax credit resources.
- 2. Facilitate affordable housing development partnerships.

- 3. Enhance the capacity of public and private rural affordable housing providers

- 4. Market public affordable housing resources available to the supportive housing industry.

- 5. Coordinates supportive services to publicly financed housing.

Action

- 1. Leverage ratio of annual Home Program multifamily assistance by 1:4.
- 2. The creation of two publicly available databases, one identifies communities experiencing housing demand and another that identifies willing rural affordable housing developers and builders.
- 3. The development and implementation of training and educational workshops conducted that are targeted to providing information regarding affordable public intervention program purposes, uses, and packaging.
- 4. The creation and implementation of marketing and outreach activities; to increase supportive housing industry's awareness of affordable housing products.
- 5. Ten publicly financed rural affordable housing projects incorporating the use of supportive services.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines

when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5 -year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal and objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30 day posting, *such as changes in the Admission's policy, changed affecting rent or the organization of the Waiting List;*
- Any *changes being submitted* to HUD that requires a separate notification to residents, such as *changes in the* HOPEVI, Public Housing Conversion, Demolition/Disposition, Designated Housing or *Public Housing* Homeownership programs; and
- Any change *in policy or operation that is* inconsistent with the *applicable* Consolidated Plan, in the discretion of the Executive Director.

Attachment A

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHA participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHA participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
X	The results of 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)

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHAName: <i>See attachment 006b02</i>		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures			

Capital Fund Program 5 - Year Action Plan

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.

CFP 5 - Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>See attachment 006c02</i>		
Total estimated cost over next 5 years		

PHA Public Housing Drug Elimination Program Plan

Not applicable

Note: THIS PHDEP Plan template (HUD 50075 - PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an "x") **N1** _____ **N2** _____ **R** _____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

E. Target Areas

Complete the following table by indicating each PHDEPT target Area (development or site where activities will be conducted), the total number of units in each PHDEPT target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEPT Target Areas (Name of development(s) or site)	Total # of Units with in the PHDEPT Target Area(s)	Total Population to be Served within the PHDEPT Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months _____ **18 Months** _____ **24 Months** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs havenot been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD -approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY1995						
FY1996						
FY1997						
FY1998						
FY1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP -funded activities. This summary should not exceed 5 -10 sentences.

B.PHDEPBudgetSummary

EnterthetotalamountofPHDEPFundingallocatedtoeachlineitem.

FFY ____ PHDEPBudgetSummary	
Originalstatement	
Revisedstatement dated:	
BudgetLineItem	TotalFunding
9110 –ReimbursementofLawEnforcement	
9115 -SpecialInitiative	
9116 -GunBuybackTAMatch	
9120 -SecurityPersonnel	
9130 -EmploymentofInvestigators	
9140 -VoluntaryTenantPatrol	
9150 -Physical Improvements	
9160 -DrugPrevention	
9170 -DrugIntervention	
9180 -DrugTreatment	
9190 -OtherProgramCosts	
TOTALPHDEPFUNDING	

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise — not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 -GunBuybackTAMatch					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9120 -SecurityPersonnel					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9130 –EmploymentofInvestigators					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9170 -DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9190 -OtherProgramCosts					TotalPHDEPFunds:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

CAPITALFUNDPROGRAMTABLESSTARTHERE

Attachment:ok006b02

**AnnualStatement/PerformanceandEvaluationReport
CapitalFundsProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

PHAName: BrokenBowHousingAuthority	GrantTypeandNumber: CapitalFundProgramNo: OK56P00650103 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2003
--	---	----------------------------------

OriginalAnnualStatement ReservedforDisasters/Emergencies RevisedAnnualStatement/RevisionNumber _____
 PerformanceandEvaluationReportforProgramYearEnding _____ FinalPerformanceandEvaluationReportforProgramYearEnding _____

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	TotalNon-CapitalFunds				
2	1406OperatingExpenses	20,000.00			
3	1408ManagementImprovements	51,200.00			
4	1410Administration	18,800.00			
5	1411Audit	500.00			
6	1415LiquidatedDamages	0.00			
7	1430FeesandCosts	1,500.00			
8	1440SiteAcquisition	0.00			
9	1450SiteImprovement	21,000.00			
10	1460DwellingStructures	115,960.00			
11	1465.1DwellingEquipment-Nonexpendable	9,800.00			
12	1470NondwellingStructures	8,552.00			
13	1475NondwellingEquipment	27,000.00			
14	1485Demolition	0.00			
15	1490ReplacementReserve	0.00			
16	1492MovingtoWorkDemonstration	0.00			
17	1495.1RelocationCosts	0.00			
18	1499DevelopmentActivities	0.00			
19	1501CollateralizationorDebtService	0.00			
20	1502Contingency	0.00			
21	AmountofAnnualGrant(sumsofines2-20)	\$274,312.00			
22	Amountoffline21RelatedtoLBPActivities	\$400.00			
23	AmountofLine21RelatedtoSection504Compliance	\$6,000.00			
24	AmountofLine21RelatedtoSecurity-SoftCosts	\$2,000.00			
25	AmountofLine21RelatedtoSecurity-HardCosts	0.00			
26	AmountofLine21RelatedtoEnergyConservationMeasures	0.00			

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

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Replace cracked & dislocated concrete in sidewalks & parking. Also areas of ponding water caused by swelling tree roots & extreme temperatures @\$7.00/sf	1450	571sf	4,000.00				
	Repair erosion & damage problems as they occur. 100hrs. x \$14.00 = \$1,400 Repair topsoil 28yds = \$280 2 pallets sod @ \$160 = \$320	1450	see breakout	2,000.00				
	Landscape: Repair and/or replace trees & shrubs damaged by Dec., 2000 ice storm. Rental on man lift 5 days @ \$200/day. Replace 10 trees @ \$100/tree, labor @ 160hrs. @ \$12.50/hr.	1450	see breakout	4,000.00				
	Repair sewer mains as problems occur. Opening & closing of sewer mains caused by dislocated tile & tree roots. Allow for 2 incidents in 12mo. @ \$1,000	1450	see breakout	2,000.00				
	Special modification: Due to residents' requests, we plan to make modifications to parking and walks to accommodate wheelchairs & walkers. (Modify 1 parking area @ \$2,000. Modify sidewalk entries to 5 houses @ \$400.00 ea.	1450	see breakout	4,000.00				
	Patio fences; repair and/or replace wood patio fences damaged due to weather and/or tenant abuse or termites.	1450		5,000.00				
	Subtotal 1450			21,000.00				
	Replace exterior doors, windows and/or siding when excessive damages surfaces (usually caused by termites or extreme weather, or occasionally by an abusive tenant) Modify 4 units @ \$2,000. ea.	1460	see breakout	8,000.00				
	Subtotal 1460			8,000.00				
	<i>HA-Wide continued...</i>	Page Subtotal		\$ 29,000.00				

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

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Tractor and Lawnmower Shed	1470		8,552.00				
<i>(continued from page 1)</i>	Total 1470			8,552.00				
	Upgrade office equipment. Purchase 4 new PCs @ \$1,850. Purchase file cabinets, 3 chairs, one desk @ \$600.	1475	see breakout	8,000.00				
	Upgrade Maintenance equipment (handmowers, weed eaters, chainsaw, hedge equipment, hand tools; upgrade on maintenance truck, and tractor mower	1475	see breakout	19,000.00				
	Total 1475			27,000.00				
	TOTAL HA-WIDE			\$156,552.00				
OK006-001	Misc. floortiles, window blinds, furnace & ducts, electrical, plumbing, door hardware, etc.	1460		17,200.00				
	Replace water heaters @ \$240 ea. (as needed)	1460	10	2,400.00				
	Replace cabinets & vanities: Cabinets 15' @ \$100 = \$1,500 Vanitys 3 @ \$200	1460	see breakout	2,100.00				
	Subtotal 1460			21,700.00				
	Replace refrigerators @ \$400 ea.	1465	6	2,400.00				
	Replace ranges @ \$300 ea.	1465	6	1,800.00				
	Subtotal 1465			4,200.00				
	TOTAL 001			\$25,900.00				

**CapitalFundsProgramFiveYearActionPlan
PartII:SupportingPages--WorkActivities**

Activities for Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	EstimatedCost
See	OK006-1	Repl.parkingarea/resurfaceHAownedstreet	28,000.00
		HVAC	6,000.00
		Waterheaters	2,400.00
		Replacecabinets	16,000.00
		Misc.Floortile>windowblinds,furnace&	17,200.00
Annual		duct,electric&plumbing,hardware,etc .	-
		Ranges(6)&Refrigerators(6)	4,800.00
		TOTALOK006-1	74,400.00
	OK006-2	Roofing,mansardroofrepairs	10,000.00
Statement		Waterheaters	1,600.00
		Replacecabinets	8,000.00
		HVACM&MBldg.	4,000.00
		Misc.Floortile>windowblinds,furnace&	11,400.00
		duct,electric&plumbing,hardware,etc .	-
		Ranges(4)&Refrigerators(4)	3,200.00
		TOTALOK006-2	38,200.00
	OK006-3	Waterheaters	1,600.00
		Replacecabinets	12,000.00
		HVACM&MBldg.	34,000.00
		Misc.Floortile>windowblinds,furnace&	11,400.00
		duct,electric&plumbing,hardware,etc .	-
		Ranges(4)&Refrigerators(4)	3,200.00
		TOTALOK006-3	62,200.00
		2004-TOTALCFPESTIMATEDCOST	\$308,960.00

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

Activities for Year1	Activities for Year:3 FFY Grant:2005 PHAFY:2005		
	Development Name/Number	Major Work Categories	Estimated Cost
See	OK006-1	Repl.parking area/resurface HA owned street	20,000.00
		HVAC M&M Bldg.	6,000.00
		Water heaters	2,800.00
		Replace cabinets	8,000.00
		Misc. Floortile, window blinds, furnace &	17,200.00
Annual		duct, electric & plumbing, hardware, etc .	-
		Ranges(6) & Refrigerators(6)	4,800.00
		TOTAL OK006-1	58,800.00
	OK006-2	Community Building-modernization	20,000.00
		Water heaters	1,800.00
Statement		Replace cabinets	8,000.00
		HVAC M&M Bldg.	4,000.00
		Misc. Floortile, window blinds, furnace &	11,400.00
		duct, electric & plumbing, hardware, etc .	-
		Ranges(4) & Refrigerators(4)	3,200.00
		TOTAL OK006-2	48,400.00
	OK006-3	Water heaters	1,800.00
		Replace cabinets	8,000.00
		HVAC M&M Bldg.	44,000.00
		Misc. Floortile, window blinds, furnace &	11,400.00
		duct, electric & plumbing, hardware, etc .	-
		Ranges(4) & Refrigerators(4)	3,200.00
		TOTAL OK006-3	68,400.00
		2005-TOTAL CFP ESTIMATED COST	\$311,268.00

**CapitalFundsProgramFiveYearActionPlan
PartII:SupportingPages--WorkActivities**

Activities for Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2006		
	Development Name/Number	MajorWorkCategories	EstimatedCost
See	OK006-1		
		Waterheaters	2,800.00
		Replacecabinets	8,000.00
		HVAC	6,000.00
		Misc.Floortile>windowblinds,furnace& duct,electric&plumbing,hardware,etc	24,000.00
Annual		MaintenanceBuilding	10,000.00
		TOTALOK006-1	50,800.00
	OK006-2		
		Waterheaters	1,800.00
		ModifyflatroofsonE.3rdStreet	40,000.00
Statement		Replacecabinets	8,000.00
		HVAC	4,000.00
		Misc.Floortile>windowblinds,furnace& duct,electric&plumbing,hardware,etc	16,000.00
			-
		TOTALOK006-2	69,800.00
	OK006-3		
		Waterheaters	1,800.00
		Replacecabinets	8,000.00
		HVAC	4,000.00
		Misc.Floortile>windowblinds,furnace& duct,electric&plumbing,hardware,etc	20,000.00
			-
		TOTALOK006-3	33,800.00
		2005-TOTALCFPESTIMATEDCOST	\$315,998.00

Broken Bow Housing Authority

Required Attachment ok006d01: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Barbara Burton**

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): *10/16/89 thru 7/5/03*

2. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *n/a*

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

A. Date of next term expiration of a governing board member: *7/5/03*

B. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Honorable Larry Bachman, Mayor of the City of Broken Bow, OK**

Broken Bow Housing Authority

Required Attachment OK006e01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Resident Name, Address & Phone	Public Housing or Section 8 Resident	Selection Letter Date	Response Date
Jo Ann Huffman 114 Lambert Broken Bow, OK 74728	Public Housing	01/27/03	02/03/03
Katherine Stevens 711 East 3rd Street Broken Bow, OK 74728	Public Housing	01/27/03	02/03/03
Daniel Schultz 628 East 3rd Street Broken Bow, OK 74728	Public Housing	01/27/03	02/06/03
Jessie Corcoran 1002 Daniel Avenue Broken Bow, OK 74728	Affordable Homeownership	01/27/03	02/03/03
Angela Cantley 801 East Third Broken Bow, OK 74728	Public Housing	03/04/03	03/04/03
Sammie Henry 709 East Third Broken Bow, OK 74728	Public Housing	03/03/03	03/05/03

BROKENBOWHOUSINGAUTHORITY
710E.THIRD/P.O.BOX177
BROKENBOW,OK74728
(580)584 -6939

PETREGISTRATIONFORM

DateofRegistration:_____

1. TypeofPetand Breed:_____

2. NameofPet:_____

3. DescriptionofPet: _____
(color,size,weight,sex,etc.)

4. Name,addressandtelephonenumber ofoneormoreindividualstonotify
incaseofemergency:

5. Dateoflastinoculation:_____

(CertificatesignedbyVeterinarianattachedhereto.)

IHEREBYCERTIFYTHATIHAVEREADTHEPOLICYONPETOWNERSHIPAS
ISSUEDBYTHEHOUSIN GAUTHORITYOFTHECITYOFBROKENBOW,
OKLAHOMAANDIHEREBYAGREETOCOMPLYWITHALLSUCHRULESAS
OUTLINEDTHEREIN.

Tenant/PetOwner

Address

Date

Broken Bow Housing Authority

PET RULES

The following rules shall apply for the keeping of pets by Tenants living in the units operated by the Housing Authority of the City of Broken Bow. These rules do not apply to animals that are used to assist the handicapped (seeing-eye dogs).

- A.** Common household pets as authorized by this policy means domesticated animals, such as cats, dogs, fish, birds, rodent (including rabbits) and turtles, that is traditionally kept in the home for pleasure rather than for commercial purposes.
- B.** Tenants will register their pet with the Authority before it is brought onto the project premises, and will update the registration annually. The registration will include:
- (1) Information sufficient to identify the pet and to demonstrate that it is a common household pet; and
 - (2) A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law; and
 - (3) The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet; and
 - (4) The registration will be updated annually at the annual re-examination of tenants' income; and
 - (5) A statement indicating that the pet owner has read the pet rules and has agreed to comply with them; and
 - (6) The Authority may refuse to register a pet if:
 - (a) The animal is generally considered unsafe or hard to control. Examples are but not limited to pit bulls, rottweilers, doberman and chows.
 - (b) The pet is not a common household pet; and
 - (c) The keeping of the pet would violate any applicable house pet rule; and
 - (d) The pet owner fails to provide complete pet registration information; and
 - (e) The pet owner fails annually to update the pet registration; and

- (f) The Authority reasonably determines, based on the pet owner's habits and practices and the pet's temperament that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations; and
 - (g) Financial ability to care for the pet and the therapeutic value of the pet to the pet's owner will not be a reason for the Authority to refuse to register the pet.
- (7) The Authority will notify the pet owner if the Authority refuses to register a pet. The Notice will:
- (a) State the reason/reasons for refusing to register the pet; and
 - (b) Be combined with a notice of a pet rule violation if appropriate.
 - (c) Cats and dogs shall be limited to small breeds where total weight of adult animals **shall not exceed twenty (20) pounds** and **total height shall not exceed eighteen (18) inches**. Seeing-eye dogs are excluded to height and weight.
 - (d) All cat and dog pets shall be neutered and/or spayed, as verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines.
 - (e) A Twenty dollar (\$20.00) Pet Deposit shall be made to the Housing Authority. Such deposit shall be used to help cover cost of damages to the unit caused by the pet. No deposit necessary for fish and birds.
 - (f) Pets shall be quartered in the Tenant's unit.
 - (g) Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
 - (h) No dog houses will be allowed on the premises.
 - (i) The City Ordinance concerning pets will be complied with.
 - (j) Pets shall be removed from the premises when their conduct or condition is duly determined to constitute an nuisance or a threat to the health and safety of the pet owner and occupants of the Authority.
 - (k) Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
 - (l) Each tenant will be **allowed to house only one (1) animal at any time.**
 - (m) Dishes or containers for food and water will be located within the owner's apartment. Food and/or table scraps, (bones), will not be deposited on the owner's porch or yard.
 - (n) Tenants will not feed or water stray animals.

Attachment:ok006g01

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
BROKEN BOW HOUSING AUTHORITY
BROKEN BOW, OKLAHOMA**

DE-CONCENTRATION AND INCOME TARGETING POLICY

(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Broken Bow, Oklahoma (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic De-concentration:

Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional support services;
- S Additional amenities for all units;
- S Ceiling rents;
- S Flat rents for developments and unit sizes;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;
- S Site-based waiting lists;
- S Mass Media advertising/Public service announcements; and

S Giveaways .

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B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing **on an annual basis** may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- ☐ The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ☐ After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ☐ To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic de-concentration.
- The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

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Broken Bow Housing Authority

Attachment: ok006h01

Agency Plan Component 10 (B) Voluntary Conversion Initial Assessments

- A. How many of the PHA's developments are subject to the Required Initial Assessments?

All public housing developments are subject to the required initial assessment.

OK006001	Eastside	60 units
OK006002	Westwide	40 units
OK006003	Bruton Addition	40 units

- B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

No public housing developments are exempt. The USDA rural development, Smith Farm Estates, with 24 units is exempt.

- C. How many Assessments were conducted for the PHA's covered developments?

One assessment was conducted.

- D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

The PHA has determined that conversion is not appropriate for any developments at this time.

- E. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

Not applicable. The Required Initial Assessment has been completed.

Broken Bow Housing Authority

Section 8 Homeownership Program Capacity Statement ***Attachment: OK006i01***

The Housing Authority of the City of Broken Bow demonstrates its capacity to administer the Section 8 Homeownership program as the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come from the family's resources.
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Broken Bow Housing Authority
Attachment: ok006j01

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

Housing Authority of the City of Broken Bow
PHA Plan Update for FYB 2003

Statement of Progress
Attachment: ok006k01

The Housing Authority of the City of Broken Bow has been successful in achieving its mission and goals in the year 2002. Goals are either completed or on target for completion by the end of the year.

Concerning modernization, approximately \$274,312.00 was either spent or obligated. The PHA has replaced cracked and dislocated sidewalks and repaired broken areas; repaired sewer mains; performed special modifications; replaced floor tile; replaced at least 20 water heaters; replaced 3 sets of kitchen cabinets; treated several units for termites; replaced 14 refrigerators and 14 ranges; replaced 40 heating & air conditioning units; replaced roofing on 20 units and other miscellaneous items as listed on the 2001 & 2002 CF Budgets.

Concerning self-sufficiency and crime and safety, the PHA has implemented earned income exclusions, plans to seek cooperative agreement with DHS home health services to provide support services for future retirement center. Regarding safety, the PHA hired off duty police officers on occasion when trouble spot arises. The PHA has placed one police officer in each development at reduced rent.

To ensure compliance with the Public Housing Reform Act of 1998, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Occupancy Policy and the Section 8 Administrative Plan.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

CAPITAL FUND PROGRAM TABLES START HERE

Attachment: ok006102

Annual Statement/Performance and Evaluation Report

6/20/2003

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Broken Bow Housing Authority	Grant Type and Number: Capital Fund Program No: OK56P00650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number <u> 1 </u>
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/02		<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	30,000.00	30,000.00	30,000.00	30,000.00
3	1408 Management Improvements	0.00	10,849.80	10,849.80	10,849.80
4	1410 Administration	10,810.00	10,924.22	10,924.22	10,924.22
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	9,325.00	12,337.51	12,337.51	12,337.51
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	19,600.00	26,230.02	26,230.02	26,230.02
10	1460 Dwelling Structures	169,998.00	141,745.63	141,745.63	75,127.97
11	1465.1 Dwelling Equipment-Nonexpendable	14,700.00	11,202.00	4,802.00	4,722.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	33,890.00	45,033.82	45,033.82	30,401.76
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sums of lines 2-20)	\$288,323.00	\$288,323.00	\$281,923.00	\$200,593.28
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security-Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

6/20/2003

PHAName:		Grant Type and Number:				Federal FY of Grant:		
Broken Bow Housing Authority		OK56P00650101				2001		
		Capital Fund Program No:						
		Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	Total 1406	1406	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	100% Complete
	Management Improvements:	Total 1408	1408	0.00	10,849.80	10,849.80	10,849.80	100% Complete
	Agency Plan/Technical Assistance							
	Administration:							
	CIAP Coordinator (pro-rated 12 hrs./wk. at \$14.60/hr., including benefits)	1410		9,110.00	9,810.00	9,810.00	9,810.00	100% Complete
	Audit (pro-rated share)	1410		700.00	0.00	0.00	0.00	
	Sundry (postage, phone, advertising)	1410		1,000.00	1,114.22	1,114.22	1,114.22	100% Complete
	Total 1410			\$10,810.00	\$10,924.22	\$10,924.22	\$10,924.22	100% Complete
	Audit (pro-rated share)	Total 1411	1411	\$0.00	\$0.00	\$0.00	\$0.00	
	Fees and Costs:							
	CIAP Supervisor for force account labor (\$14.80/hr. x 12 hrs/wk x 52 wks.)	1430		9,325.00	12,337.51	12,337.51	12,337.51	100% Complete
	Total 1430			\$9,325.00	\$12,337.51	\$12,337.51	\$12,337.51	100% Complete
	Non-Dwelling Equipment:	1475		27,890.00	34,112.72	34,112.72	19,480.66	57% Complete
	Upgrade maintenance equipment, mowers, weed- eaters, chainsaw, hedge equipment, upgrade one maintenance truck							
	Upgrade office equipment	1475		6,000.00	10,921.10	10,921.10	10,921.10	100% Complete
	Total 1475			\$33,890.00	\$45,033.82	\$45,033.82	\$30,401.76	68% Complete
	TOTAL HA-WIDE			\$84,025.00	\$109,145.35	\$109,145.35	\$94,513.29	

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

6/20/2003

PHAName:		GrantTypeandNumber:				FederalFYofGrant:		
BrokenBowHousingAuthority		CapitalFundProgramNo: OK56P00650101				2001		
		ReplacementHousingFactorGrantNo:						
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork
				Original	Revised	Funds Obligated	Funds Expended	
OK56P-006-001	Replacecracked&dislocatedconcreteinsidewalks &parking.Alsoreplaceareasofpondingwater @\$7.00	1450	571sf	4,000.00	7,928.96	7,928.96	7,928.96	100% Complete
OK56P-006-002	Replacecracked&dislocatedconcreteinsidewalks &parkingareas.Alsoreplaceareasofponding water@\$7.00	1450	571sf	4,000.00	5,400.31	5,400.31	5,400.31	100% Complete
OK56P-006-001	Repairorreplace100ft.ofsewermain@\$8.00perft.	1450	100ft	800.00	0.00	0.00	0.00	
OK56P-006-002	Repairorreplace100ft.ofsewermain@\$8.00perft.	1450	100ft	800.00	0.00	0.00	0.00	
OK56P-006-001	Specialmodification:Inaccordancewiththe occupancypolicy,504requirements&resident commentsaslistedintheannualplan(est.)	1450		3,000.00	3,000.00	3,000.00	3,000.00	100% Complete
OK56P-006-002	Specialmodification:Inaccordancewiththe occupancypolicy,504requirements&resident commentsaslistedintheannualplan(est.)	1450		2,000.00	6,524.25	6,524.25	6,524.25	100% Complete
OK56P-006-003	Specialmodification:Inaccordancewiththe occupancypolicy,504requirements&resident commentsaslistedintheannualplan(est.)	1450		2,000.00	2,893.50	2,893.50	2,893.50	100% Complete
OK56P-006-001	Replacetrees&shrubs(icestorm)	1450		1,000.00	0.00	0.00	0.00	
OK56P-006-002	Replacetrees&shrubs(icestorm)	1450		1,000.00	483.00	483.00	483.00	100% Complete
OK56P-006-003	Replacetrees&shrubs(icestorm)	1450		1,000.00	0.00	0.00	0.00	
Total1450				\$ 19,600.00	\$ 26,230.02	\$ 26,230.02	\$ 26,230.02	100% Complete

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

6/20/2003

PHAName:		Grant Type and Number:				Federal FY of Grant:		
Broken Bow Housing Authority		OK56P00650101				2001		
		Capital Fund Program No:				Replacement Housing Factor Grant No:		
		OK56P00650101						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OK56P-006-001	Special modifications in accordance with the occupancy policy & 504 requirements (est.)	1460	2	3,000.00	3,000.00	3,000.00	3,000.00	100% Complete
OK56P-006-002	Special modifications in accordance with the occupancy policy & 504 requirements (est.)	1460	1	2,000.00	3,030.50	3,030.50	3,030.50	100% Complete
OK56P-006-003	Special modifications in accordance with the occupancy policy & 504 requirements (est.)	1460	1	2,000.00	2,000.00	2,000.00	2,000.00	100% Complete
OK56P-006-001	Replaced door hardware, light fixtures, vent hoods, smoke detectors, switches, receptacles, circuit breakers, etc. as needed	1460	60	26,260.00	10,362.51	10,362.51	10,362.51	100% Complete
OK56P-006-002	Replaced door hardware, light fixtures, vent hoods, smoke detectors, switches, receptacles, circuit breakers, etc. as needed	1460	40	20,840.00	8,746.53	8,746.53	8,746.53	100% Complete
OK56P-006-003	Replaced door hardware, light fixtures, vent hoods, smoke detectors, switches, receptacles, circuit breakers, etc. as needed	1460	40	21,158.00	16,826.18	16,826.18	16,532.12	98% Complete
OK56P-006-001	Replace plumbing fixtures and hardware as needed	1460	60	6,500.00	3,666.73	3,666.73	3,666.73	100% Complete
OK56P-006-002	Replace plumbing fixtures and hardware as needed	1460	40	5,000.00	1,674.56	1,674.56	1,674.56	100% Complete
OK56P-006-003	Replace plumbing fixtures and hardware as needed	1460	40	5,000.00	1,251.75	1,251.75	1,251.75	100% Complete
OK56P-006-001	Replace heat & air in 20 units @ \$2,000	1460	20	47,260.00	66,323.60	66,323.60	0.00	0% Complete
OK56P-006-001	Replace 6 water heaters @ \$250 (included labor & materials) as needed	1460	6	0.00	779.94	779.94	779.94	
OK56P-006-002	Replace 4 water heaters @ \$250 (included labor & materials) as needed	1460	4	0.00	981.88	981.88	981.88	
Subtotal 1460				\$139,018.00	\$118,644.18	\$118,644.18	\$52,026.52	

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

6/20/2003

Part II: Supporting Pages

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OK56P-006-003	Replace 4 water heaters @ \$250 (included labor & materials) as needed	1460	4	0.00	519.96	519.96	519.96	100% Complete
OK56P-006-001	Replace roof on 15 units @ \$1,549	1460	15	30,980.00	22,581.49	22,581.49	22,581.49	100% Complete
	Total 1460			\$169,998.00	\$141,745.63	\$141,745.63	\$75,127.97	53% Complete
	Dwelling Equipment:							
OK56P-006-001	Replace 6 ranges @ \$350	1465	6	2,100.00	2,028.00	2,028.00	2,028.00	100% Complete
OK56P-006-001	Replace 6 refrigerators @ \$450	1465	6	2,700.00	2,694.00	2,694.00	2,694.00	100% Complete
OK56P-006-002	Replace 4 ranges @ \$350	1465	4	1,400.00	1,400.00	0.00	0.00	
OK56P-006-002	Replace 4 refrigerators @ \$450	1465	4	1,800.00	1,840.00	40.00	0.00	
OK56P-006-003	Replace 4 ranges @ \$350	1465	4	1,400.00	1,400.00	0.00	0.00	
OK56P-006-003	Replace 4 refrigerators @ \$450	1465	4	1,800.00	1,840.00	40.00	0.00	
OK56P-006-001	Replace 6 WH @ \$250 (including labor & materials) as needed	1465	6	1,500.00	0.00	0.00	0.00	
OK56P-006-002	Replace 4 WH @ \$250 (including labor & materials) as needed	1465	4	1,000.00	0.00	0.00	0.00	
OK56P-006-003	Replace 4 WH @ \$250 (including labor & materials) as needed	1465	4	1,000.00	0.00	0.00	0.00	
	Total 1465			\$14,700.00	\$11,202.00	\$4,802.00	\$4,722.00	42% Complete
GRANT TOTAL FOR 2001				\$288,323.00	\$288,323.00	\$281,923.00	\$200,593.28	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment 006m02

Annual Statement/Performance and Evaluation Report 6/20/2003
Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Broken Bow Housing Authority	Grant Type and Number: Capital Fund Program No: OK56P00650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 12/31/02 Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	20,000.00	-	20,000.00	20,000.00
3	1408 Management Improvements	35,837.00	-	35,837.00	15,775.34
4	1410 Administration	18,912.00	-	18,912.00	5,064.92
5	1411 Audit	0.00	-	0.00	0.00
6	1415 Liquidated Damages	0.00	-	0.00	0.00
7	1430 Fees and Costs	1,500.00	-	1,500.00	0.00
8	1440 Site Acquisition	0.00	-	0.00	0.00
9	1450 Site Improvement	22,000.00	-	22,000.00	0.00
10	1460 Dwelling Structures	138,863.00	-	138,863.00	22,013.16
11	1465.1 Dwelling Equipment-Nonexpendable	11,200.00	-	0.00	0.00
12	1470 Nondwelling Structures	0.00	-	0.00	0.00
13	1475 Nondwelling Equipment	26,000.00	-	8,000.00	4,279.98
14	1485 Demolition	0.00	-	0.00	0.00
15	1490 Replacement Reserve	0.00	-	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	-	0.00	0.00
17	1495.1 Relocation Costs	0.00	-	0.00	0.00
18	1499 Development Activities	0.00	-	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	-	0.00	0.00
20	1502 Contingency	0.00	-	0.00	0.00
21	Amount of Annual Grant (sum of lines 2-20)	\$274,312.00	-	\$245,112.00	\$67,133.40
22	Amount of line 21 Related to LBP Activities	400.00			
23	Amount of Line 21 Related to Section 504 Compliance	6,000.00			
24	Amount of Line 21 Related to Security-Soft Costs	2,000.00			
25	Amount of Line 21 Related to Security-Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			

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

6/20/2003

PHAName: Broken Bow Housing Authority		Grant Type and Number: OK56P00650102				Federal FY of Grant: 2002		
		Capital Fund Program No: OK56P00650102						
		Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Replace cracked & dislocated concrete in sidewalks & parking. Also areas of ponding water caused by swelling tree roots & extreme temperatures @ \$7.00/sf	1450	571sf	4,000.00		4,000.00	0.00	
	Repair erosion & damage problems as they occur. 100hrs.x\$14.00=\$1,400	1450	see breakout	2,000.00		2,000.00	0.00	
	Repair top soil 28yds=\$280							
	2 pallets sod @ \$160=\$320							
	Landscape: Repair and/or replace trees & shrubs damaged by Dec., 2000 ice storm. Rental on man lift 5 days @ \$200/day. Replace 10 trees @ \$100/tree, labor @ 160hrs. @ \$12.50/hr.	1450	see breakout	4,000.00		4,000.00	0.00	
	Repair sewer mains as problems occur. Opening & closing of sewer mains caused by dislocated tile & tree roots. Allow for 2 incidents in 12mo. @ \$1,000	1450	see breakout	2,000.00		2,000.00	0.00	
	Special modification: Due to residents' requests, we plant to make modifications to parking and walks to accommodate wheelchairs & walkers. (Modify 2 parking areas @ \$2,000 each. Modify sidewalk entries to 5 houses @ \$400.00 ea.)	1450	see breakout	6,000.00		6,000.00	0.00	
	Technical supervision for force account labor (\$14.80/hr.x16hrs/wkx52wks.)	1460		12,314.00		12,314.00	0.00	
	Replace exterior doors, windows and/or siding when excessive damage surfaces (usually caused by termites or extreme weather, or occasionally by an abusive tenant)	1460	see breakout	5,523.00		5,523.00	0.00	
	Modify 4 units @ \$1,380 ea.							
	<i>HA-Wide continued...</i>	Subtotal		\$ 35,837.00		\$ 35,837.00	\$0.00	

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

6/20/2003

Part II: Supporting Pages

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Upgrade office equipment, upgrade main server	1475	see breakout	8,000.00		8,000.00	4,279.98	53% Complete
<i>(continued from</i>	(\$2,000); Upgrade capacity of 5 PCs @ \$300 ea.							
<i>page 1)</i>	(\$1,500); Purchase 2 new PCs @ \$4,000; Purchase							
	file cabinets, 1 calculator, 3 chairs, 1 desk @ \$500							
	Upgrade Maintenance equipment (handmowers, weed eaters, chainsaw, hedge equipment, hand tools; upgrade on maintenance truck.	1475	see breakout	18,000.00		0.00	0.00	
	Total 1475			26,000.00		8,000.00	4,279.98	
	TOTAL HA-WIDE			\$138,086.00		\$120,086.00	\$45,120.24	33% Complete
OK006-001	Misc. floor tiles, window blinds, furnace & ducts, electrical, plumbing, door hardware, etc.	1460		16,750.00		16,750.00	0.00	
	Replace water heaters @ \$240 ea. (as needed)	1460	10	2,400.00		2,400.00	1,250.00	52% Complete
	Replace cabinets & vanities: Cabinets 15' @ \$100 = \$1,500 Vanities 3 @ \$200	1460	see breakout	2,100.00		2,100.00	0.00	
	Replace refrigerators @ \$450 ea.	1465	6	2,700.00		0.00	0.00	
	Replace ranges @ \$350 ea.	1465	6	2,100.00		0.00	0.00	
	TOTAL 001			\$26,050.00		\$21,250.00	\$1,250.00	5% Complete

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

6/20/2003

Part II: Supporting Pages

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650102 Replacement Housing Factor Grant No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OK006-002	Replace cracked and dislocated concrete inside walls and parking areas @ \$8.00/sf	1450	500sf	4,000.00		4,000.00	0.00	
	Misc. floor tiles, window blinds, furnace & ducts, electrical, plumbing, door hardware, etc. (based on previous records)	1460		10,658.00		10,658.00	0.00	
	Replace water heaters @ \$240 ea.	1460	7	1,680.00		1,680.00	0.00	
	Replace roofing shingles on 20 units @ \$100/sq. including felt, flashing & roof jacks, with labor	1460	300sq.	30,000.00		30,000.00	20,763.16	69% Complete
	Replace HVAC in 15 units @ \$2,400 ea.	1460	15 units	36,000.00		36,000.00	0.00	
	Replace cabinets & vanities: Kitchen- Cabinets 15' @ \$100 = \$1,500 Vanities 3 @ \$200	1460	see breakout	2,100.00		2,100.00	0.00	
	Replace refrigerators @ \$450 ea.	1465	4	1,800.00		0.00	0.00	
	Replace ranges @ \$350 ea.	1465	4	1,400.00		0.00	0.00	
	TOTAL 002			\$87,638.00		\$84,438.00	\$20,763.16	24% Complete

CAPITAL FUND PROGRAM TABLES START HERE

Attachment 006n02

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

PHAName: Broken Bow Housing Authority	Grant Type and Number: Capital Fund Program No: OK56P00650100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number <u>3</u>
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/02	<input type="checkbox"/> Final Performance and Evaluation Report for Program Year Ending <u>12/31/01</u>	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	60,000.00	60,000.00	60,000.00	60,000.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	10,110.00	10,110.00	10,110.00	10,110.00
5	1411 Audit	700.00	700.00	700.00	700.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	9,903.87	9,903.87	9,903.87	9,903.87
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	25,878.09	25,878.09	25,878.09	25,878.09
10	1460 Dwelling Structures	109,587.54	109,587.54	109,587.54	109,587.54
11	1465.1 Dwelling Equipment-Nonexpendable	11,166.00	11,166.00	11,166.00	11,166.00
12	1470 Nondwelling Structures	16,372.97	16,372.97	16,372.97	16,372.97
13	1475 Nondwelling Equipment	38,892.53	38,892.53	38,892.53	38,892.53
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (sum of lines 2-20)	282,611.00	282,611.00	282,611.00	282,611.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security-Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security-Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

PHAName:		Grant Type and Number:						Federal FY of Grant:	
Broken Bow Housing Authority		Capital Fund Program No: OK56P00650100						2000	
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Operations	Total 1406	1406		\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	Complete
	Increase LR operating reserve								
	Administration:								
	CIAP Coordinator (pro-rated 12 hrs./wk. at \$14.60/hr., including benefits)	1410			8,156.48	8,156.48	8,156.48	8,156.48	Complete
	Sundry (postage, phone, advertising)	1410			1,953.52	1,953.52	1,953.52	1,953.52	Complete
	Total 1410				\$10,110.00	\$10,110.00	\$10,110.00	\$10,110.00	
	Audit (prorated share)	Total 1411	1411		\$700.00	\$700.00	\$700.00	\$700.00	Complete
	Fees and Costs:								
	CIAP Supervisor for force account labor (\$14.80/hr. x 12 hrs/wk x 52 wks.)	1430			\$9,903.87	\$9,903.87	\$9,903.87	\$9,903.87	Complete
	Total 1430								
	Complete already started wood working shop	1470			16,372.97	16,372.97	16,372.97	16,372.97	
	Total 1470				\$16,372.97	\$16,372.97	\$16,372.97	\$16,372.97	Complete
	Replace maintenance equipment; 40hp mower- \$15,000; 2 pushmowers @ \$169; 4 weed eaters @ \$169 and upgrade on maintenance truck \$15,000	1475			38,892.53	38,892.53	38,892.53	38,892.53	
					-	-	-	-	
					-	-	-	-	
	Total 1475				\$38,892.53	\$38,892.53	\$38,892.53	\$38,892.53	Complete
	TOTAL HA-WIDE				\$135,979.37	\$135,979.37	\$135,979.37	\$135,979.37	

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

PHAName: Broken Bow Housing Authority		Grant Type and Number: Capital Fund Program No: OK56P00650100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OK56P-006-001	Replace cracked & dislocated concrete in sidewalks & parking. Also replace areas of ponding water 3,383 sq. ft. @ \$7.00	1450	3383sf	14,685.50	14,685.50	14,685.50	14,685.50	Complete
OK56P-006-002	Replace cracked & dislocated concrete in sidewalks & parking areas. Also replace areas of ponding water @ \$7.00	1450	2000sf	5,192.59	5,192.59	5,192.59	5,192.59	Complete
OK56P-006-001	Repair or replace 100ft. of sewer main @ \$8.00 per ft.	1450	100ft	0.00	0.00	0.00	0.00	deleted
OK56P-006-002	Repair or replace 100ft. of sewer main @ \$8.00 per ft.	1450	100ft	0.00	0.00	0.00	0.00	deleted
OK56P-006-001	Special modification: In accordance with the occupancy policy & 504 requirements (est.)	1450		3,000.00	3,000.00	3,000.00	3,000.00	Complete
OK56P-006-002	Special modification: In accordance with the occupancy policy & 504 requirements (est.)	1450		2,000.00	2,000.00	2,000.00	2,000.00	Complete
OK56P-006-003	Special modification: In accordance with the occupancy policy & 504 requirements (est.)	1450		1,000.00	1,000.00	1,000.00	1,000.00	Complete
	TOTAL 1450			\$25,878.09	\$25,878.09	\$25,878.09	\$25,878.09	
OK56P-006-001	Repair of Ice Storm Damage	1460		18,449.92	18,449.92	18,449.92	18,449.92	Complete
OK56P-006-001	Special modification: In accordance with the occupancy policy & 504 requirements (est.)	1460		3,000.00	3,000.00	3,000.00	3,000.00	Complete
OK56P-006-002	Special modification: In accordance with the occupancy policy & 504 requirements (est.)	1460		0.00	0.00	0.00	0.00	deleted
	Subtotal 1460			\$ 21,449.92	\$ 21,449.92	\$ 21,449.92	\$ 21,449.92	

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII: SupportingPages

PHAName: BrokenBowHousingAuthority		GrantTypeandNumber: CapitalFundProgramNo: OK56P00650100 ReplacementHousingFactorGrantNo:						FederalFYofGrant: 2000	
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork	
				Original	Revised	Funds Obligated	Funds Expended		
OK56P-006-003	Replacedoorhardware,lightfixtures,venthoods,smokedetectors,switches,receptacles,circuit breakers,etc.asneeded	1460		0.00	0.00	0.00	0.00	deleted	
OK56P-006-001	Replacedoorhardware,lightfixtures,venthoods,smokedetectors,switches,receptacles,circuit breakers,etc.asneeded	1460		16,260.00	16,260.00	16,260.00	16,260.00	Complete	
OK56P-006-002	Replacedoorhardware,lightfixtures,venthoods,smokedetectors,switches,receptacles,circuit breakers,etc.asneeded	1460		10,840.00	10,840.00	10,840.00	10,840.00	Complete	
OK56P-006-003	Replacedoorhardware,lightfixtures,venthoods,smokedetectors,switches,receptacles,circuit breakers,etc.asneeded	1460		10,840.00	10,840.00	10,840.00	10,840.00	Complete	
OK56P-006-001	Replaceplumbingfixturesandhardwareasneeded	1460		4,500.00	4,500.00	4,500.00	4,500.00	Complete	
OK56P-006-002	Replaceplumbingfixturesandhardwareasneeded	1460		3,000.00	3,000.00	3,000.00	3,000.00	Complete	
OK56P-006-003	Replaceplumbingfixturesandhardwareasneeded	1460		3,000.00	3,000.00	3,000.00	3,000.00	Complete	
OK56P-006-001	Replaceheat&airin30units @\$3,333	1460	30	39,697.62	39,697.62	39,697.62	39,697.62	Complete	
OK56P-006-001	Replace6waterheaters @\$250(includedlabor& materials)asneeded	1460	6	0.00	0.00	0.00	0.00	deleted	
OK56P-006-002	Replace4waterheaters @\$250(includedlabor& materials)asneeded	1460	4	0.00	0.00	0.00	0.00	deleted	
TOTAL1460				\$109,587.54	\$109,587.54	\$109,587.54	\$109,587.54		

BrokenBow Housing Authority

FYB2003 PHA Plan

Comments of Resident Advisory Board or Boards

Attachment: ok006o01

Comment 1: Resident questioned if any unit had showers, her unit did not and difficult for many elderly to get in and out of the bathtub. Stated that her husband has back trouble and it is not possible for him to get down in the bathtub.

PHA Response : Several units have showers in them and he would check to see if any available. When moving in, tenants will be given choice of available units regarding bathtub vs. shower,

Comment 2: Residents said her unit seem to be settling, some of the outside trim boards appear to be cracking and some not painted.

PHA Response: Cedar boards do frequently have cracks in them on settling; however, PHA will have this checked out. HA has been replacing boards on units as needed. The roofer was paid to paint unfinished boards, PHA will check into this.

Comment 3: Why did the Head Start move out of the community building in the Westside Addition?

PHA Response: For many years PHA gave them use of the building rent -free. The HA asked them to pay a moderate monthly rent and they chose to move out. HA would like to utilize the building at some point. However, HA would need a resident in that area to supervise it. There are many repairs and upgrades that need to be made before it would be usable.

Comment 4: Why did residents quit getting gas utility with their rent payment?

PHA Response : Gas rates went up considerably and usage was quite high. HA felt most residents would use less if they were responsible for the monthly utility. HA will be conducting a study soon as to which is most efficient and less expensive, all gas utilities or all electric.

Comment5 : ResidentsuggestedHAputmotiondetectorlightsatthe backoftheunitsassecurity. Therehavebeencomplaintsin hisareaonEastThirdofpeopleknockingofthebackdoorof theunitafterdark andthenrunningaway. Also, tryingto removethelockonthestorageroomdoors.

PHAResponse : HAhasconsideredthisasasecurityoptionandwilllookinto thissuggestion. WehaveworkedwiththeCityinthepastto putstreetlightsone veryblockatthefrontoftheunits. Some limbsmayneedtobecutontreesblockinglightaswell.

Comment6 : Thegutterisnotontheroofbythefrontentrancetounit709 andwhenitrainstheygetwetwhenenteringtheirunit. Wateral sostandsinapuddlebythefrontdoor.

PHAResponse : Theguttersweretakenoffmostoftherooflinesdueto damagetothe fasciaboardsbehindthegutters. Leavesand debriswouldbuildupinthegutterscausingwatertoseep behindandrot thewood. PHAwillcheckthisoutandseeif candivertthewaterawayfromtheentryoverheadandon theground.