

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

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# PHA Plans for the Housing Authority of the City of Chanute

5 Year Plan for Fiscal Years 2001 - 2004  
Annual Plan for Fiscal Year 2001

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

## PHA Plan Agency Identification

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

**PHA Number:** *KS062*

**PHA Fiscal Year Beginning:** *01/2001*

### 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 2001 - 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: (state mission here)

*It is the mission of the Housing Authority of the City of Chanute, Kansas to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs; (2) ensure equal opportunity in housing for all; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. In order to achieve this mission, the Housing Authority will:*

- *Recognize the residents as our ultimate customer;*
- *Improve PHA management and service delivery efforts through continual training of staff;*
- *Strive to eliminate drugs and alcohol from our housing communities;*
- *Seek problem-solving partnerships with residents, community agencies and government;*
- *Act as an agent for change, when determined necessary, for meeting the areas housing needs; and*
- *Efficiently apply limited resources for the preservation of public housing stock and the promotion of housing units in the area.*

## **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  
*Progress Statement – Build additional housing for Elderly/Disabled residents by 12/31/04 – The Housing Authority has partnered with See-Kan Cooperative Development, Inc. (CHDO), Southeast Kansas Independent Living, Tri-Valley Development Services, Inc. and consulting with Interfaith Housing (CHDO) to plan for this project. A survey for the need has been completed and a town hall meeting has been held. A meeting with the local bankers has been scheduled to solicit interest in helping with the financing of the project.*

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities: *PHA is applying for money to build additional housing by 12-31-04.*
- Acquire or build units or developments: *Build additional housing for Elderly/Disabled residents by 12-31-04.*
- Other (list below)

PHA Goal: Improve the quality of assisted housing  
*Progress Statement – The PHA has maintained a designation of a high performer*

Objectives:

- Improve public housing management: (PHAS score)  
*Maintain passing PHAS score*
- Improve voucher management: (SEMAP score)  
*Maintain passing SEMAP score*
- Increase customer satisfaction: *This is an on-going activity.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) *This is an on-going activity.*
  - *FY 2000 - PHA has acquired a new computer system & software for more efficient tracking and processing of applicants/tenants, tenants accounts receivables, work orders, purchase orders, accounting, residents recertifications as well as correspondence*

*with residents and the building of data bases. The software has the capability of providing resident demographics and monitoring for income targeting. Capital funding has allowed for the reimbursement of this expense.*

- *The PHA has focused on employee training efforts and the Executive Director and employees have attended training sessions related to occupancy, transportation issues, Section 8 final rule, PHAS, PH reform update, maintenance, Lead-Based Paint and collections. Besides the Executive Director holding Certification of Occupancy Specialist another employee has recently obtained her Certification of Occupancy Specialist.*
- *PHA has restructured office and departmentalized for better flow of work and resident service.*
- *PHA has installed a new filing system for resident files. This allows for ease of monitoring program requirements for recertifications and lease violations.*

- 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

***Progress Statement – The Executive Director has completed a course of study on Singly Family Homeownership Finance to prepare for homeownership project to be completed by 12-31-05.***

Objectives:

- Provide voucher mobility counseling: ***For new participants at initial briefing, for current participants at recertification and at time participant wants to relocate to another unit.***
- Conduct outreach efforts to potential voucher landlords; ***this will be done by 12-21-01 and then on an as needed basis.***
- Increase voucher payment standards ***as needed.***
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: ***PHA plans to implement this objective by FY ending 12-31-04.***
- 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**  
*Progress Statement – Our new computer software has the capability of providing resident demographics and monitoring for income targeting.*

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: ***This is an on-going activity.***
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: ***This is an ongoing activity.***
- Implement public housing security improvements: ***This will be done by 12-31-01.***
- 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**

*Progress Statement – During FY 2000, we have made strides in better communication with our residents in developing bi-monthly newsletters. We have hired an individual as a Family Self-Sufficiency Coordinator for program development and hired another individual on a part-time basis to serve as an aide to the Coordinator and Tenant Services.*

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: ***PHA will sign cooperative agreement with TANF agency by end of FY 2001.***
- Provide or attract supportive services to improve assistance recipients' employability: ***PHA will sign cooperative agreement with TANF agency by end of FY 2001.***
- 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**

*Progress Statement – During FY 2000, we have approved policies relating to this area:*

*Fair Housing Policy*

*Handicapped Policy*

*EEO/AA (Section 504) Policy*

- 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: ***This remains an ongoing activity.***
  - 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: ***This remains an ongoing activity.***
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: ***This remains an ongoing activity.***
  - Other: (list below)

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

**See attachment KS062e03**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

*The Housing Authority of the City of Chanute, Kansas has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of Chanute during FY 2001 include:*

- *Reduce drug and alcohol abuse through the Public Housing Drug Elimination Program;*
- *Preserve and improve the public housing stock through the Capital Funds activities;*
- *Increase the supply of assisted and affordable housing;*
- *Increase homeownership opportunities;*
- *Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board;*
- *Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and*
- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Chanute to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Chanute, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Chanute and Neosho County.*

### **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.

<b>Table of Contents</b>		<u>Page #</u>
<b>Annual Plan</b>		
i. Executive Summary		1
ii. Table of Contents		2
1. Housing Needs		6
2. Financial Resources		12
3. Policies on Eligibility, Selection and Admissions		13
4. Rent Determination Policies		23
5. Operations and Management Policies	27	
6. Grievance Procedures		29
7. Capital Improvement Needs		30
8. Demolition and Disposition		38

9. Designation of Housing	39
10. Conversions of Public Housing	40
11. Homeownership	42
12. Community Service Programs	44
13. Crime and Safety	46
14. Pets (Inactive for January 1 PHAs)	48
15. Civil Rights Certifications (included with PHA Plan Certifications)	49
16. Audit	49
17. Asset Management	49
18. Other Information	50

**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 (*KS062a03*)
- FY 2000 Capital Fund Program Annual Statement (*KS062b03*)
- 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 (*KS062c03*)
- Public Housing Drug Elimination Program (PHDEP) Plan (*KS062d03*)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
 Substantial Deviation and Significant Amendment and Modification (*KS062f03*)  
 PHA additional goals and objectives (*KS062e03*)  
 Resident Member on the PHA Governing Board (*KS062g03*)

**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

<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	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	<b>390</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Income >30% but <=50% of AMI	<b>295</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Income >50% but <80% of AMI	<b>347</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Elderly	<b>337</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Families with Disabilities	<b>413</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Caucasian	<b>961</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
African American	<b>29</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>
Hispanic	<b>37</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>

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 *for Neosho County*
- 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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	<b>16</b>		
Extremely low income <=30% AMI	<b>7</b>	<b>44%</b>	
Very low income (>30% but <=50% AMI)	<b>9</b>	<b>56%</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>0</b>	
Families with children	<b>14</b>	<b>88%</b>	
Elderly families	<b>0</b>	<b>0</b>	
Families with Disabilities	<b>3</b>	<b>19%</b>	
Caucasian	<b>16</b>	<b>100%</b>	
African American	<b>0</b>	<b>0</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
2 BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
3 BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
4 BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
5 BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
5+ BR	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List
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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	10		58
Extremely low income <=30% AMI	6	60%	
Very low income (>30% but <=50% AMI)	4	40%	
Low income (>50% but <80% AMI)	0	0	
Families with children	5	50%	
Elderly families	2	20%	
Families with Disabilities	1	10%	
Caucasian	9	90%	
African-American	1	10%	
Characteristics by Bedroom Size ( <b>Public Housing Only</b> )			
1BR	5	50%	31
2 BR	4	40%	9
3 BR	1	10%	11
4 BR	0	0	0
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### 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) *PHA has adopted income exclusions*

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

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

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:- n/a**

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 2001 grants)</b>		
a) Public Housing Operating Fund (based on 2000 funding)	138,809.00	
b) Public Housing Capital Fund (avg. 1999 & 2000 funds)	209,057.00	
a) HOPE VI Revitalization		
b) HOPE VI Demolition		
c) Annual Contributions for Section 8 Tenant-Based Assistance	62,645.00	
d) Public Housing Drug Emination Program (including any Technical Assistance funds)	41,400.00	
e) Resident Opportunity and Self-Sufficiency Grants		
f) Community Development Block Grant		
g) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 PHDEP	18,572.00	Monitoring programs for teens
1999 CIAP	50,000.00	Capital funds improvements
2000 PHDEP	31,862.00	Drug prevention
2000 CFP	205,353.00	Capital funds improvements
<b>Sub-total</b>	<b>520,483.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>		
	178,560.00	Public housing operations
<b>4. Other income (list below)</b>		
Laundry income	3,250.00	
Interest income	<u>3,650.00</u>	
<b>4. Non-federal sources (list below)</b>		
Church of Alliance		Other
<b>Sub-total</b>	<b>185,460.00</b>	
<b>Total resources</b>	<b>705,943.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) ***When name has been reached (at top of waiting list).***

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- ***Social security number check,***
  - ***Sex offender registry***

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-wid 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**

***The PHA does not operate site-based waiting lists***

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

*N/A*

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)? *N/A*  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously? *N/A*  
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)? *N/A*

- 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: *N/A*

**(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) *Should the applicant be unable to move at the time of the offer and presents clear evidence which substantiates this to the satisfaction of the HA Examples:*
  - *Accepting the unit would place the family more than 30 miles form a special school or program required by a disabled dependent.*
  - *Accepting the unit would place the family more than 30 miles from a self-sufficiency program that the family currently is enrolled in.*

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) *N/A*

- 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.

**2** Date and Time

Former Federal preferences:

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

Other preferences (select all that apply) *N/A*

- 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) *Within 10 days of occurrence*

**(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: *For all developments*
- 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) ***Not applicable: results of analysis did not indicate a need for such efforts***

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- ***Rental history***
  - ***Resident name and last known mailing address***
  - ***Current and previous landlords name and mailing address***

**(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:

- ***Extenuating circumstances such as hospitalization or family emergency for an extended period of time.***
- ***Family has evidenced that they have made a consistent effort to locate a unit throughout the initial 60 day period.***
- ***Family has turned in a Request for Lease Approval prior to extension of 60 day period but not passed HQS.***

**(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) *N/A*

- 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.

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1** Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply) *N/A*

- 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) *N/A*

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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: *N/A*

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)

➤ ***We now define gross income for a working family to be the amount after a deduction for federal, state, FICA, Medicare and health insurance.***

➤ ***PHA continues its research into considering a source of incentive for individuals receiving SSI and Disability to promote job search, rehabilitation services that would promote employment.***

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) ***All changes in income and family composition must be reported within 10 days of occurrence. At that time, it will be determined if the reported change will result in an income adjustment.***

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) ***Survey based PHA current units by bedroom size.***

**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) *n/a*

- 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) **N/A**

- 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 - Not Required**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

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

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

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

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

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

- (1) Public Housing Maintenance and Management: (list below)
  
- (2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below: *N/A*

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: *N/A*

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **KS062b03**

-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) **KS062c03**

-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: **n/a**

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <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.

Designation of Public Housing Activity Description
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: 50 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- 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 Asst 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: - N/A

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) *n/a*

- 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 – Not Required**

[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 – N/A**

#### 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 – N/A**

#### **(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



**C. Welfare Benefit Reductions – N/A**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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 use 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 – N/A**

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 – N/A**

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: **KS062d03**)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**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**

[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 – Not required**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
  - *With the cost of utilities increasing, would utility allowances be adjusted.*
  - *The residents of Osage Village (high-rise) would like to be transported once a month for shopping and wanted to use the vans (PHDEP).*
  - *Thought we should have training on housekeeping and budgeting.*
  - *Thought there were some of our family units that could use some additional lighting.*
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
  
 Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
  
3. Description of Resident Election Process – *N/A*
  - a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one) *N/A*

- 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) *N/A*

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) *State of Kansas*
  
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)
  - *Commitment to support rental assistance for low-income households in the rental of moderately priced units.*
  - *Supports more Rental Vouchers.*
  - *Supports direct assistance to tenants to become homeowners.*
  - *Provides support for unit replacement rehab, and construction.*
  - *Enables the formation of partnerships.*
  - *Highlights problems of minorities.*
  - *Supports programs to assist people with disabilities.*

### **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)

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	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	
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

**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.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



**Attachment: KS602a03**

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR THE  
HOUSING AUTHORITY OF THE  
CITY OF CHANUTE, KANSAS**

**DECONCENTRATION 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 Deconcentration of public housing developments and 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. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. 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 Chanute Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- 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 towards targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents; (mandatory)
- S Flat rents for selected developments;
- 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; and
- S Giveaways.

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. At a minimum, 40% of all new admissions to public housing **on an annual basis** will 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.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

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 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 deconcentration.
- < For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- < 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.)

# 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 KS16PO6250101      FFY of Grant Approval: 1/2001

X Original Annual Statement

Attachment: **KS062b01**

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	11,557
3	1408 Management Improvements	7,500
4	1410 Administration	
5	1411 Audit	2,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	19,000
10	1460 Dwelling Structures	80,000
11	1465.1 Dwelling Equipment-Nonexpendable	2,500
12	1470 Nondwelling Structures	40,000
13	1475 Nondwelling Equipment	46,500
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>	<b>\$209,057</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
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	Allocation to operations	1406	11,557
	Computer software @1,000 Update annual agency plan @ 5,000 New policy training @ 1,500	1408	7,500
	Audit	1411	2,000
	Purchase truck @ 18,000 Add computer terminal @ 2,500 Replace (5) office chairs @ 1,000 Replace copier @ 15,000 Phone system upgrade @ 7,500 Replace carpet extractor @ 2,500	1475	46,500
	<b>TOTAL</b>		<b>\$67,557</b>

**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
KS-62-1 H.R. Family Units	Correct driveways on S. Washington, concrete walk repair/replacement at Osage Village	1450	18,000
KS-62- 1 H.R.	Replace roof on Osage Village	1460	70,000
KS-62-1 H.R. Family Units	Replace 5 refrigerators	1465.1	2,500
	<b>TOTAL</b>		<b>\$90,500</b>

**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
KS-62-2 Ronda Lane Apts.	Add aerator to pond	1450	1,000
	Termite extermination	1460	10,000
	Addition to shop at Ronda Lane	1470	40,000
	<b>TOTAL</b>		<b>\$51,000</b>

**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)
HA Wide	6/30/02	12/31/03
KS-62-1	6/30/02	12/31/03
KS-62-2	6/30/02	12/31/03

## 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.

Attachment: KS062c03

<b>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>
<b>KS62-1, KS62-2, KS62-4</b>	<b>PHA WIDE</b>	<b>16</b>	<b>12%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Operations Update annual agency plan Replace carpet in management office Audit Replace wet/dry vacuum Replace 5 refrigerators Replace 3 ranges <div style="text-align: right;"><b>Subtotal</b></div>		18,107 5,000 5,500 2,000 1,000 2,500 1,100 <b>35,207</b>	<b>2002</b>
Operations Update annual agency plan Allocation to housing project – disabled housing Audit Replace 5 refrigerators Replace 3 ranges <div style="text-align: right;"><b>Subtotal</b></div>		24,507 5,000 55,000 2,000 2,500 1,100 <b>90,207</b>	<b>2003</b>
Operations Update annual agency plan Homeownership program Audit Replace 5 refrigerators Replace 3 ranges <div style="text-align: right;"><b>Subtotal</b></div>		23,357 5,000 50,000 2,000 2,500 1,100 <b>83,957</b>	<b>2004</b>
Operations Update annual agency plan Homeownership program Audit Replace 5 refrigerators Replace 3 ranges <div style="text-align: right;"><b>Subtotal</b></div>		22,357 5,000 50,000 2,000 2,500 1,100 <b>82,957</b>	<b>2005</b>
<b>Total Estimated Cost Over Next 5 Years</b>		<b>\$292,328</b>	



### 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>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>	
<b>KS62-4</b>	<b>Ronda Lane Apartments Addition</b>	<b>5</b>	<b>33%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Add Covered porch area to 15 apartments to enhance marketability, eliminating barrick appearance. Replace storm doors.			41,750	<b>2002</b>
<b>Total Estimated Cost Over Next 5 Years</b>			<b>\$41,750</b>	

## 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>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>	
KS62-1	Osage Village and Family Units	12	13%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace tubs & tile, medicine cabinets, add GFCI outlet in 42 family units, Replace tile in six 1-BR and four 3-BR family units, replace 3 ranges, Replace kitchen cabinets and reface closets in twenty 1-BR units at Osage Village.			117,100	2002
Replace siding on family units, clean & repair brick on family units, repair Fiberglass showers in 40 units at Osage Village, upgrade window treatments in Osage Village Apt. & family units.			117,350	2003
Replace 3 ranges, replace roofs on family units.			88,100	2004
Replace 3 ranges, add carport w/storage on 22 family units & storage sheds for 20 family apartments.			126,100	2005
<b>Total Estimated Cost Over Next 5 Years</b>			<b>\$448,650</b>	

### 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>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>	
<b>KS62-2</b>	<b>Ronda Lane Apartments</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Asphalt overlay on drives and parking places at Ronda Lane Apartments			15,000	<b>2002</b>
Replace window treatments in 32 Ronda Lane Apartments			1,500	<b>2003</b>
Re-roof 8 buildings at Ronda Lane Apartments			37,000	<b>2004</b>
<b>Total Estimated Cost Over Next 5 Years</b>			<b>\$53,500</b>	

# Public Housing Drug Elimination Program Plan

Attachment: KS062d03

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

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$34,500.00**

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R X \_\_\_\_\_

**C. FFY in which funding is requested** 2001

**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

*The Chanute Housing Authority will work with local law enforcement to define areas of crime. The CHA will also continue to: (1) bus 5 to 11 year olds to a community youth center for after school and summer activities; (2) work with teens through our teen mentoring program and form a youth coalition to expand the teen mentoring program to a city wide program; and (3) promote drug elimination through workshops, seminars and pamphlet distribution.*

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Family Units – scattered sites</i>	<i>42</i>	<i>123</i>
<i>Osage Village</i>	<i>50</i>	<i>51</i>
<i>Ronda Lane Apartments</i>	<i>47</i>	<i>50</i>

**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).

**6 Months** \_\_\_\_\_      **12 Months** X \_\_\_\_\_      **18 Months** \_\_\_\_\_      **24 Months** \_\_\_\_\_      **Other** \_\_\_\_\_

## 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 have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. 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	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998	70,000.00	KS16DEP0620197	11,476.00	NONE	11/30/00
FY 1999	30,572.00	KS16DEP0620199	30,572.00	NONE	12/31/01

## 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.

*It is the goal of the PHA to provide activities for the PHA youth that instill self-confidence and self-worth, enabling those individuals to say “NO” to drugs and to stand as a witness against drugs. We will continue to bus 5 to 11 year olds to the local youth center for structured after school and summer activities. Our goal is to form a youth coalition and expand our teen mentoring program as a citywide program. We will maintain a small learning center to be accessible to all our residents. Our program will be monitored by a committee of individuals at the working level of the programming. Their reports will go to an evaluation team that will review the effectiveness of the programming for modifications and changes.*

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	11,000.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	23,500.00
<b>TOTAL PHDEP FUNDING</b>	<b>34,500.00</b>

### 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.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$0.00</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$0.00</b>	
Goal(s)							
Objectives							
<i>Security presence throughout the PHA properties</i>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$0.00</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ 0.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ 0.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 11,000.00</b>		
Goal(s)							
<i>Form a youth coalition and expand teen mentoring program as a citywide program.</i>							
Objectives							
<i>Utilize seminars and drug prevention materials for drug awareness</i>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<i>1. form youth coalition</i>	<i>12</i>	<i>Agencies/businesses</i>	<i>1/1/01</i>	<i>12/31/01</i>	<i>5,000.00</i>		<i># of agencies &amp; businesses participating</i>
<i>2. mentoring program</i>	<i>26</i>	<i>PHA youth, work towards expansion to area youth</i>	<i>1/1/01</i>	<i>12/31/01</i>	<i>5,000.00</i>		<i>#of youth participating</i>
<i>3. Drug prevention seminar and material</i>	<i>100</i>	<i>Youth/adults</i>	<i>1/1/01</i>	<i>12/31/01</i>	<i>1,000.00</i>		<i># in attendance and quality of material distributed.</i>

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 0.00</b>		
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.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$ 0.00</b>		
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.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ 23,500.00</b>		
Goal(s)							
<i>Upgrade van for transporting youth for after school and summer activities, operating expenses.</i>							
Objectives							
<i>Trade 1991 van and maintain insurance and operating expenses for transporting youth.</i>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>purchase van</i>			<i>1/1/01</i>	<i>12/31/01</i>	<i>22,000.00</i>	<i>0.00</i>	<i>Make trade within budgeted amount</i>
2. <i>insurance and operating expenses</i>			<i>1/1/01</i>	<i>12/31/01</i>	<i>1,500.00</i>	<i>0.00</i>	<i>Operating within budgeted amount</i>
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	<i>2,750.00</i>	<i>2,750.00</i>	<i>5,500.00</i>	<i>11,000.00</i>
9170				
9180				
9190	<i>5,875.00</i>	<i>5,875.00</i>	<i>11,750.00</i>	<i>23,500.00</i>
<b>TOTAL</b>	<b>8,625.00</b>	<b>\$8,625.00</b>	<b>17,250.00</b>	<b>\$34,500.00</b>

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attachment: KS062e03	Check anticipated year of completion: 0 = Ongoing Activity					
	0	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>

**PLANNING AND ADMINISTRATION–**

*Progress Statement – The PHA has acquired a new computer system & software for more efficient tracking and processing of applicants/tenants, tenants accounts receivables, work orders, purchase orders, accounting, resident re-certifications as well as correspondence with residents and the building of data bases. The software has the capability of providing resident demographics and monitoring for income targeting. Capital Funds have allowed for the reimbursement of this expense. Data bases have been developed and we recently acquired HUD’s Community 2020 software. Many new polices have been approved.*

<b>Knowledge of New Laws and Changes in Housing Issues</b> <b>Goal:</b> Make staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and any other laws and changes as they occur regarding housing, community, and economic development.	✓					
<b>Objective: Provide Training Opportunities</b> On an ongoing basis, the Executive Director, or designee, shall identify and secure available training opportunities for staff and the board as needed.	✓					
<b>Planning Process for the Agency Plan(s)</b> <b>Goal:</b> To provide for the planning process involved in the development/maintenance and revision of the Agency Plan and subsequent plan submission	✓					
<b>Objective: Coordinate Planning</b> The PHA may utilize funds to coordinate the planning activities for the development of the annual plan, budgets, and conduct training, necessary surveys, meetings and reviews.	✓					
<b>Objective: Monitor Plan Activities</b> The PHA will monitor plan activities on an ongoing basis and provide for plan modifications in accordance with regulatory requirements.	✓					
<b>Evaluation of the Objectives</b> Evaluation of this objective shall be measurable by the review of plan monitoring activities/documents and modifications made during the plan year; and by the documentation of planning activities, meetings, and maintenance of invoices with the budgeted amount.	✓					
<b>Up-to-Date Policies—New, Revised or Reviewed</b> <b>Goal:</b> To ensure continued policy reviews, revisions or the development of new policies for the provision of services described under the Housing Act of 1937 and the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194) provide for comment by the residents and by the public and approval by the appropriate entity.	✓					
<b>Objective: Review All Existing Policies</b> The Executive Director or designee will ensure review of existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The PHA may contract with professionals for these services.	✓					
<b>Objective: Provide for Staff/Commissioner Training on New or Revised Policies</b> The Executive Director or designee will ensure that training is provided to staff and commissioners on any new or revised policy, as needed.	✓					
<b>Operational Provisions</b> <b>Goal:</b> To provide for administration, management, personnel, supervision, human, economic and community resource management, fiscal management, procurement, reporting and auditing activities necessary for the efficient operation of the PHA.	✓					
<b>Objective: Assurance of Operational Requirements</b> The PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic and	✓					

community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost on a pro-rated basis or as planning and administrative costs are budgeted.						
<b><u>Partnerships</u></b>	✓					
<b>Goal:</b> To develop and expand partnerships and funding sources.						
<b>Objective:</b> <b><u>Purchase or Obtain Data and Resource Materials</u></b>	✓					
The Executive Director or designee may purchase and/or obtain data and resource material necessary for the PHA to obtain its goals.						
<b><u>Measurement of Performance</u></b>	✓					
These objectives may be measured by the identification and purchase of required resource data and material as needed.						
<b><u>Develop and Maintain Database</u></b>		✓				
<b>Goal:</b> To develop and maintain a comprehensive database consisting of demographic and housing data for the PHA jurisdiction.						
<b>Objective:</b> <b><u>Gather and Input Data</u></b>		✓				
The Executive Director or designee may appoint staff members to gather, input data, and maintain information by county, census data, community profiles, participant and applicant data.						
<b>Objective:</b> <b><u>Update Data on an Annual Basis or as Needed</u></b>		✓				
Appointed staff members may update data as needed on an annual basis. The data may be provided to the annual housing plan committee, executive director, or housing board to assist with the development of future plans and applications for funding and evaluation.						
<b><u>Measurement of Objectives</u></b>		✓				
Objectives will be measured by the completion of charts or other requested statistical information relative to the agency plan(s) or other data requested.						
<b><u>Profit/Loss Ratio</u></b>		✓				
<b>Goal:</b> To determine the Profit/Loss Ratio of separate activities of the PHA; to determine the feasibility of continuing services, needed program modifications, and/or identifying financial needs. This information will be presented during the planning process for each annual housing plan.						
<b>Objective:</b> <b><u>Profit/Loss Statements</u></b>		✓				
The PHA, as needed, may determine the profit/loss ratio of the programs administered by the PHA. The PHA will review the Profit/Loss statements to determine if anticipated increases in revenue or decreases in expenses are obtained.						
<b><u>Reimbursement for Plan Development Cost</u></b>		✓				
<b>Goal:</b> To provide for the reimbursement of administrative costs associated with the development of the Five-Year or One Year Plan(s).						
<b>Objective:</b> <b><u>Cost Reimbursement</u></b>		✓				
The PHA will provide for the reimbursement of administrative costs and costs associated with the development of the Housing Plan(s) from the HUD allocation amount as budgeted.						
<b><u>Measurement Objective</u></b>		✓				
Completion of this objective shall be measured by the completion of the repayment as soon as possible upon receipt of HUD funds.						
<b><u>Review Annual Plan and Budgets, Prepare Modifications or Revisions</u></b>	✓					
<b>Goal:</b> The Executive Director or designee shall review the annual plan goals, objectives, and budgets and prepare needed modifications based upon these reviews and any identified constraints or delays in implementation and submit for approval by the Board of Commissioners.						
<b><u>Measurement of Objective</u></b>	✓					
Measurable upon completion of reviews and modifications as needed.						

<b>FINANCIAL RESOURCES</b>					
<i>Progress report – The new computer system acquired during FY 2000 has allowed the PHA to maintain their own general ledger, which provides better control of the cash flow.</i>					
<b>Management of Resources</b>		✓			
<b>Goal:</b> To ensure that resources are managed in a manner which generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low income persons.					
<b>Objective:</b> <b>Written Financial Policies and Procedures</b>		✓			
The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners.					
<b>Measurement of Objective</b>		✓			
This objective may be measured by the completion and evaluation of said policies and procedures and approval of policies and procedures and/or modifications by the Board of Commissioners.					
<b>Positive Cash Flow</b>		✓			
<b>Goal:</b> The Executive Director or designee will evaluate the income and expenses to ensure a positive cash flow and to insure the anticipated accumulation of reserves for investments is maintained.					
<b>Objective:</b> <b>Maintain Reserve Funds</b>		✓			
The PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years.					
<b>Objective:</b> <b>Investments</b>		✓			
The PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved investments according to regulatory requirements, amounts allowed for this purpose and the investments policy of the PHA.					
<b>HOUSING MANAGEMENT SERVICES</b>					
<i>Progress Statement – The new computer system acquired during FY 2000 has improved on the capability of maintaining our waiting list. Staff has attended a seminar on collections. An individual has been hired to serve as a Family Self-Sufficiency Coordinator/PHDEP Coordinator and a parttime individual has been hired to work as an aide to the Coordinator and work with activities of the residents.</i>					
<b>Continue Operation and Administration of Housing Units</b>		✓			
<b>Goal:</b> To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.					
<b>Objective:</b> <b>Provision of Operational Needs</b>		✓			
The PHA will provide staffing, equipment, insurance, training, facilities and related cost associated with the administration and operation of housing previously developed under the 1937 Housing Act.					
<b>Objective:</b> <b>Waiting List Maintenance</b>		✓			
The PHA will provide for the development and maintenance of a waiting list of applicants in accordance with program regulations.					
<b>Objective:</b> <b>Marketing and Training</b>		✓			
On an ongoing basis, the PHA will provide for marketing and training in relation to program eligibility, preference requirements, regulations and policies.					
<b>Objective:</b> <b>Data Maintenance - Current Housing Stock and Residents</b>		✓			
The PHA will maintain data relative to housing stock and participants/occupants.					
<b>Objective:</b> <b>Updating Applicant Data</b>		✓			
The PHA will provide for the updating of applicant data as changes occur, and for the verification of the applicant data prior to admission.					
<b>Objective:</b> <b>Job Comparability, Organizational Structure, Job Descriptions</b>		✓			
The PHA will contract with a professional to perform a job comparability study, review organizational structure and write new job descriptions.					

<b>Objective: <u>Review Policies and Procedures</u></b> The PHA will contract with a professional to review policies and procedures of the entire agency.		✓				
<b>Objective: <u>Training</u></b> The PHA will provide training for staff and commissioners.		✓				
<b>Objective: <u>Maintain Public Housing and Homeownership Units In Standard Condition</u></b> According to regulations and policies, the PHA shall provide for the physical inspection of all housing units and shall conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard condition.		✓				
<b>Objective: <u>Maintain Occupancy and Enforce Collection Procedure</u></b> The PHA will maintain occupancy and ensure the pursuit and enforcement of collections procedures at a level to achieve the status of “high performer” according to the PHMAP/PHAS system of assessment.		✓				
<b>Objective: <u>Supportive Services for Participants</u></b> The PHA will link participants to housing and supportive services including; housing counseling, case management, consumer education, budgeting, credit counseling, maintenance, and other housing supportive services.		✓				
<b><u>Measurement of Objectives</u></b> The completion of activities and evaluation of each objective described will separately be measured according to the resulting outcome.		✓				
<b>MODERNIZATION</b>						
<i>Progress Statement – Annual inspections are current and work orders being processed timely. The PHA focuses on preventive maintenance. The PHA has plans to have staff present in the One Stop Center that recently opened. The center was made possible from a grant through the Junior College which the PHA has a good working relationship. Progress has been made in the planning stages for a 16 unit development of disabled housing. The PHA has partnered with a CHDO and area agencies in the development of the project. The Executive Director has attended a course of study on Single Family Homeownership Finance in preparation for the homeownership program to be developed. All staff has participated in a seminar for methamphetamine laboratory identification. We do NCIC checks on all applicants and at the time of re-certification. We have a cooperation agreement with the local police department and are working to strengthen their relationship.</i>						
<b><u>Services and Activities</u></b>		✓				
<b>Goal:</b> To provide staffing, facilities, equipment and other related items for the provision of modernization services and activities as detailed below:						
<b>Objectives:</b> ✓Provide for inspections with residents to develop a list of needed items that PHA and the residents agree upon.	✓					
✓Provide for annual unit inspections.	✓					
✓Ensure inspection code compliance.	✓					
✓Provide fiscal management in accordance with OMB regulations.	✓					
✓Provide for all accounts receivable, payable and records management.	✓					
✓Provide monthly and other required reports.	✓					
✓Provide for program fund audits.	✓					
✓Provide staff, program and administrative supervision.	✓					
<b><u>Funding for Affordable Housing</u></b>				✓		
<b>Goal:</b> To utilize HUD and/or other funding for affordable housing activities through equity investments, interest-bearing loans or advances, non-interest bearing loans or advances interest subsidies, loan guarantees or any other form of assistance that has been						

determined to be consistent with the HUD purpose.						
<b>Objective: <u>Development of Program Guidelines</u></b> By the end of the plan year, the PHA will develop program guidelines for the delivery of homeownership construction programs that utilize the investment funding earned or leveraged for affordable housing activities. The activity plans will be developed and incorporated into subsequent annual plans. <b>(Homeownership Program to utilize existing Public Housing units)</b>						✓
<b>Objective: <u>Construction of (show number) Units</u></b> To provide for the construction of <b>16</b> units by utilizing leveraged funding and/or resources other than HUD funding.			✓			
<b>COMMUNITY SERVICES AND SELF-SUFFICIENCY</b>						
<i>Progress Statement: During FY 2000, the PHA has plans to have staff present in the One Stop Center that recently opened. The center was made possible from a grant through the Junior College which the PHA has a good working relationship.</i>						
<b><u>Centralization for Housing Related Services</u></b> <b>Goal:</b> To provide a centralized office for community services program intake of products and the provision of related management. <b>(Neosho County Community College has received a grant for developing a “One Stop” Service Center. We will participate in this).</b>		✓				
<b>Objective: <u>Program Administration for Housing Services</u></b> The PHA shall provide staff, equipment, facilities, training and related cost for the provision of centralized intake, realty, acquisition, marketing and insurance services in accordance with approved policies and program budgets			✓			
<b>Examples of services described as follows:</b> ✓Provide counseling relative to program eligibility requirements, application and admissions procedures ✓Provide for marketing of programs ✓Provide referral to alternative housing programs and related services for applicants			✓			
<b><u>Promotion of Resident Services</u></b> <b>Goal:</b> To maintain activities and services that promote homeownership, self sufficiency, resident organizations and community development.	✓					
<b>Objective: <u>Provisions for Resident/Tenant Services and Activities</u></b>  <b>Examples are shown below:</b> ✓Provide resident training relative to homeownership and rental of units ✓Provide counseling regarding household budgeting, delinquency, tenantrights, conflict resolution, housekeeping, and regulatory and policy requirements training. ✓Social service referrals ✓Tenant and PHA responsibilities regarding program participation and management ✓Promote resident and resident organization activities in the areas of: <i>(check those specific items planned)</i> ✓ resident organization ✓other technical assistance as requested <i>(indicate any other)</i> <b>Participation in Welfare to Work Programs, Drug Elimination Programs and other supportive services developed by PHA</b>						✓
<b><u>Provision for Support of Resident Organizations</u></b> <b>Goal:</b> To provide for the establishment and support of resident organizations, and resident management corporations and other activities related to the provision of self sufficiency, enhancement of the community and other services.			✓			
<b>Objective: <u>Assistance to Provide Self-Sufficiency Programs/Services</u></b> The PHA will provide staffing, training, materials and related cost to provide self sufficiency programs and services for clients.			✓			

<b>SAFETY, SECURITY AND CRIME PREVENTION</b>					
<i>Progress Statement – During FY 2000, all staff has participated in a seminar for methamphetamine laboratory identification. PHA has a cooperation agreement with the local police department and are working to strengthen their relationship.</i>					
<b>Provide a Drug Elimination Program</b>		✓			
<b>Goal:</b> The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.					
<b>Objective:</b> <b>Mandatory Resident Training and Drug Elimination Programs</b>		✓			
The PHA will continue resident training in drug elimination programs and expand youth activities.					

<b>PLANNING AND ADMINISTRATION:</b>					
<b>Public Housing Assessment System (PHAS)</b>					
<i>During FY 2000, the PHA has acquired a new computer system and software for more efficient tracking and processing of applicants/tenants accounts receivable, work orders, purchase orders, accounting, residents re certifications as well correspondence with residents and the building of data bases. The software has the capability of providing resident demographics and monitoring for income targeting. Capital Funds have allowed for the reimbursement of this expense.</i>					
<b>AGENCY PLAN DEVELOPMENT</b>		✓			
<b>Goal:</b> To provide for the development and timely submission of Agency Plans and related reporting as required by HUD.					
<b>Objective:</b> <b>Annual Cost Allocation for Planning and Administration</b>		✓			
The PHA will utilize a portion of its annual allocation of HUD funds for the activities and related costs of developing Five Year and Annual Agency Plans to cover the cost for planning and administration, to include: cost of overall program and/or administrative management; coordination monitoring and evaluation, preparation of the Five Year and Annual Plans, updates or revisions, preparation of required performance and financial reports and for collection of related data. Cost will also cover any overhead cost of staff and overhead directly related to carrying out the housing activities to the extent allowable at the discretion of the recipient.					
<b>Data Collection for Plan Backup Documentation</b>		✓			
<b>Objective:</b> To provide for the continuation of data collection, maintenance of demographic data, census data, waiting list data, feasibility studies, meetings, creation of a comprehensive system inventory, occupancy data for the development of future plans of the PHA.					
<b>Objective:</b> <b>Professional Contractual Assistance</b>		✓			
The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans.					
<b>Adequate Staffing, Training, Equipment, Facilities</b>		✓			
<b>Goal:</b> To provide adequate staffing, training, equipment, facilities and other related items to ensure the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.					
<b>Objective:</b> <b>Development of Annual Plan and Budgets</b>		✓			
On an annual basis, the PHA will identify needs, develop plans and budgets to ensure that adequate staffing, training, equipment, facilities and other identified cost/items are adequate for the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.					

<b>FINANCIAL RESOURCES</b>					
<i>Progress report – The new computer system acquired during FY 2000 has allowed the PHA to maintain their own general ledger, which provides better control of the cash flow.</i>					
<b>Financial Management of Resources</b> <b>Goal:</b> To ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, provides resources for leveraging and maintains an adequate reserve account.	✓				
<b>Objective:</b> <b>Maximum Utilization of Program Income</b> The PHA will utilize income generated from the funding of program activities towards the establishment of perpetual services/programs and/or may be budgeted within other housing activities as allowed.	✓				
<b>Maximum Utilization of Capital and Operating Funds</b> <b>Goal:</b> To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.	✓				
<b>Objective:</b> <b>Funding for Overall Operation</b> The PHA will utilize funding under operating and capital funding in compliance with regulatory requirements and will provide for administrative, management, maintenance and modernization repairs and replacements and other approved programs as needed in future.	✓				
<b>HOUSING OPERATIONS, MANAGEMENT AND MAINTENANCE PLAN</b>					
<i>Progress Statement – During FY 2000, the PHA has approved an Income Mixing Deconcentration Policy, Community Service Policy and the new software allows for income targeting.</i>					
<b>Management Operational Services</b> <b>Goal:</b> To provide for management services for affordable public housing; including preparation of work specifications, loan processing, inspections, maintenance, resident selection, management of tenant-based rental assistance and management of affordable public housing developments and special community service programs such as self sufficiency and homeownership, and, to ensure periodic review and revision of the policies, based upon regulatory changes, or actions of Congress, HUD and/or the Board of Commissioners.					✓
<b>Objective:</b> <b>Job Comparability Study</b> The PHA plans to contract with a professional to perform a job comparability study to determine the salary ranges that are needed to obtain and/or maintain qualified employees.			✓		
<b>Objective:</b> <b>Periodic Review of Organizational Structure/Provide for Job Description Updates</b> The PHA plans to contract with a professional to review the organizational structure and make recommendations to provide improvements to the organization, encompassing all programs of the agency and to write new job descriptions.		✓			
<b>Objective:</b> <b>Comply with Income-Mixing and Deconcentration Requirements</b> The PHA plans to contract with a professional to develop an income -mixing and deconcentration policy for approval by the Board of Commissioners		✓			
<b>Objective:</b> <b>Establish Flat Rents</b> The PHA plans to contract with a professional to comply with QHWRA requirements to perform rent reasonableness market analysis and establish flat rents.		✓			
<b>Objective:</b> <b>Comply with QHWRA Resident Community Service Requirement</b> The PHA plans to contract with a professional to establish a resident community service program pursuant to the QHWRA and regulations, including adequate monitoring systems.		✓			
<b>Objective:</b> <b>Comply with QHWRA Income Targeting Requirements</b> The PHA establishes internal procedures and public housing marketing strategies to meet the income targeting stipulations.		✓			

<b>Basic Requirement to Maintain Housing Units</b>	✓					
<b>Goal:</b> To maintain the housing stock of the PHA in a safe, sanitary, and decent condition and as required by law.						
<b>Objective: Provisions for Maintenance</b>	✓					
The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property.						
<b>Strengthening Administrative Capabilities</b>	✓					
<b>Goal:</b> To provide for the continued administration and strengthening of the administrative capabilities of the PHA, including staff and board of commissioners.						
<b>Objective: Training for Staff and Board of Commissioners</b>	✓					
The PHA will ensure training activities for the maintenance of administrative capabilities of the PHA, including staff and board of commissioners.						
<b>Preparation of Work</b>	✓					
<b>Goal:</b> To provide for the work specifications and drawings, inspections, and the maintenance of housing units.						
The PHA shall provide for the maintenance of units and/or facilities as provided within the annual plan of activities and budget for these purposes.	✓					
<b>MODERNIZATION OPERATING (1937 HOUSING ACT)</b>						
<i>Progress Statement – Annual inspections are current and work orders being processed timely. The PHA focuses on preventive maintenance. The PHA has plans to have staff present in the One Stop Center that recently opened. The center was made possible from a grant through the Junior College which the PHA has a good working relationship. Progress has been made in the planning stages for a 16 unit development of disabled housing. The PHA has partnered with a CHDO and area agencies in the development of the project. The Executive Director has attended a course of study on Single Family Homeownership Finance in preparation for the homeownership program to be developed. All staff has participated in a seminar for methamphetamine laboratory identification. We do NCIC checks on all applicants and at the time of recertification. We have a cooperation agreement with the local police department and are working to strengthen their relationship.</i>						
<b>Continued Operation Under Regulatory Requirements</b>	✓					
<b>Goal:</b> To provide for the continued administration and operation of housing units developed under the 1937 Housing Act, according to regulatory requirements, approved policies and procedures governing the units and/or programs.						
<b>Objective: Administration</b>	✓					
To provide for the continued administration of occupied housing units developed under the 1937 Housing Act, according to approved policies and procedures.						
<b>Objective: Data Maintenance</b>	✓					
To maintain data relative to the existing housing stock and participants/occupants.						
<b>Objective: Provision for Referrals and Supportive Services</b>					✓	
To link participants to housing and supportive services. Some strategies may include: developing projects to examine the needs and benefits of supportive services in multi family and single family housing communities, providing housing counseling and case management, provide consumer education that will teach low-income persons to create a family budget, manage credit, care for a household, provide proper care for their children, to examine problems and develop solutions for the delivery of housing and supportive services.						

**SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)**

*During FY 2000, the PHA has acquired a new computer system and software for more efficient tracking and processing of applicants/participants accounts receivable, accounting, residents recertifications as well correspondence with residents and the building of data bases. The software has the capability of providing resident demographics and monitoring for income targeting. Capital Funds have allowed for the reimbursement of this expense.*

**INDICATOR #1 (15 Points)  
SELECTION FROM WAITING LIST**

<b>To obtain the maximum score under SEMAP Indicator #1:</b>		✓				
<b>Goal:</b> Have written admissions policies in the Administrative Plan and demonstrate that 98% of the applicants/admissions were selected from the waiting list in accordance with the policies.						
<b>Objective:</b> Adopt a Written Administrative Plan including Waiting List Selection criteria.		✓				

**INDICATOR #2 (20 Points)  
RENT REASONABLENESS**

<b>To obtain the maximum score under SEMAP Indicator #2:</b>		✓				
<b>Goal:</b> The PHA has a written method and documents at least 98% at initial lease.						
<b>Objective:</b> Revise rent reasonableness system to meet new requirements.		✓				

**INDICATOR #3 (20 Points)  
DETERMINATION OF ADJUSTED INCOME**

<b>To obtain the maximum score under SEMAP Indicator #3:</b>		✓				
<b>Goal:</b> In at least 90% of sample files, the PHA obtains and uses third party verifications of reported income (or file documents why it was not obtained); the PHA applies the correct deductions; and uses the appropriate utility allowances for the leased unit.						
<b>Objective:</b> Review and revise verification system as needed.		✓				
<b>Objective:</b> Review and revise calculation documentation system as needed.		✓				

**INDICATOR #4 (5 Points)  
UTILITY ALLOWANCE SCHEDULE**

<b>To obtain the maximum score under SEMAP Indicator #4:</b>	✓					
<b>Goal:</b> The PHA has reviewed utility rate date within twelve months and adjusted schedule if there has been a change of 10% or more in a utility rate since the last schedule was revised.						
<b>Objective:</b> Develop system to document annual utility allowance reviews.		✓				
<b>Objective:</b> Develop system to perform the annual review.		✓				

**INDICATOR #5 (5 Points)  
H.Q.S. QUALITY CONTROL INSPECTION**

<b>To obtain the maximum score under SEMAP Indicator #5:</b>	✓					
<b>Goal:</b> Five percent (5%) of approved unit inspections are re-inspected for quality control.						
<b>Objective:</b> Set procedures to track and document.		✓				

**INDICATOR #6 (10 Points)  
HOUSING QUALITY STANDARD ENFORCEMENT**

<b>To obtain the maximum score under SEMAP Indicator #6:</b>		✓				
<b>Goal:</b> The PHA takes appropriate action; correction of life-threatening deficiencies within 24 hours and in at least 98% of sample files, all HQS deficiencies are corrected within 30 days (or within PHA extension period). If family is determined to have caused						

certain defects, the PHA takes prompt action to enforce family obligations.						
<b>Objective:</b> Develop and implement procedures to meet the above goal.		✓				
<b>INDICATOR #7 (5 Points) EXPANDING HOUSING OPPORTUNITIES</b>						
<b><u>To obtain the maximum score under SEMAP Indicator #7:</u></b>		✓				
<b>Goal:</b> The PHA will adopt and implement a written policy and take action to encourage participation by owners outside poverty areas; provide maps of jurisdiction and neighboring jurisdictions; provide a list of owners willing to rent to Section 8 or organization to help families find units outside poverty areas; explains portability in briefings and provides contacts; analyzes families' difficulties finding units and seeks HUD approval for area exception rent if applicable.						
<b>Objective:</b> Develop methods to document and maintain all related activities.		✓				
<b>INDICATOR #8 (5 Points) FAIR MARKET RENT</b>						
<b><u>To obtain the maximum point possible under Indicator #8:</u></b>		✓				
<b>Goal:</b> Excluding the over-FMR tenancies, the PHA will make certain at least 98% of initial certificate gross rents are at or below FMR/exceptions rent and voucher payment standard is not greater than FMR/exception rent and is not less than 80% of FMR/exception rent limit (unless approved by HUD).						
<b>Objective:</b> Develop procedures to ensure that gross rents are within the FMR.		✓				
<b>Objective:</b> Develop procedures to audit sample files.		✓				
<b>Objective:</b> Verify MTCS data.		✓				
<b>INDICATOR #9 (10 Points) ANNUAL RE-EXAMINATIONS</b>						
<b><u>To obtain the maximum points possible under Indicator #9:</u></b>		✓				
<b>Goal:</b> Less than 5% of re-exams are conducted late.						
<b>Objective:</b> Develop and implement procedures to ensure timely annual reexams.		✓				
<b>Objective:</b> Establish systems to monitor and document annual re-exams.		✓				
<b>Objective:</b> Verify proper MTCS reporting.		✓				
<b>INDICATOR #10 (5 Points) CORRECT TENANT RENT CALCULATIONS</b>						
<b><u>To obtain the maximum points possible under Indicator #10:</u></b>		✓				
<b>Goal:</b> Two percent (2%) or fewer rent calculation errors.						
<b>Objective:</b> Review and revise procedures as needed.	✓					
<b>Objective:</b> Establish documentation and monitoring procedures.		✓				
<b>Objective:</b> Verify accurate MTCS reporting.		✓				
<b>INDICATOR #11 (5 Points) PRE-CONTRACT INSPECTION</b>						
<b><u>To obtain the maximum points possible under Indicator #11:</u></b>		✓				
<b>Goal:</b> Two percent (2%) or more units passed inspection before HAP contract effective date.						
<b>Objective:</b> Develop a system to monitor and document.		✓				
<b>Objective:</b> Develop procedures to make certain that all newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract.		✓				
<b>Objective:</b> Verify MTCS data.		✓				

<b>INDICATOR #12 (10 Points) ANNUAL H.Q.S. INSPECTIONS</b>						
<b>To obtain the maximum points possible under Indicator #12:</b>		✓				
<b>Goal:</b> Fewer than five percent (5%) of HQS annual inspections are not made within a 12 months period.						
<b>Objective:</b> Establish procedures to conduct on-time HQS inspections on all units under lease at least every twelve (12) months.		✓				
<b>Objective:</b> A method of tracking will be developed to log inspections, monitor completion, status of inspections and monitor inspections to see if they coincide with annual re-examinations.		✓				
<b>Objective:</b> Verify MTCS data.		✓				
<b>INDICATOR #13 (20 Points) LEASE-UP</b>						
<b>To obtain the maximum points possible under Indicator #13:</b>		✓				
<b>Goal:</b> 98% or more of budgeted units are leased.						
<b>Objective:</b> Enter into HAP contracts for the number of unit months under budget.		✓				
<b>Objective:</b> Develop a method to monitor the turnover of leases and tracking as required under the program.		✓				
<b>Objective:</b> Establish a method to review progress and calculate the rating each month based an average unit months leased.		✓				
<b>Objective:</b> Verify MTCS data.		✓				
<b>BONUS INDICATOR (5 Points) DECONCENTRATION EFFORTS/DEVELOPMENT OF MONITORING SYSTEM</b>						
<b>Other Section 8 Goals</b>		✓				
<b>Goal:</b> Implement changes mandated by QHWRA in a timely manner pursuant to HR4194 or Federal Regulations: Update the Administrative Plan Establish an income targeting and documentation system. Establish non -citizen procedures Develop procedures concerning rent changes for TANF participants						
<b>Goal:</b> Upgrade Section 8 Operations The PHA plans to contract with a professional to perform an internal review utilizing the SEMAP system and to make recommendations for improvements. Training shall be obtained concerning SEMAP Training shall be obtained to develop Section 8 procedures		✓				
<b>Objective:</b> Gather and maintain proper documentation of analysis.		✓				
	0	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>DEVELOPMENT - HOMEOWNERSHIP – CONSTRUCTION</b>						
<i>Progress Statement – During FY 2000, the Executive Director has completed a course of study on Single Family Homeownership Finance to prepare for homeownership project to be completed by 12/31/05.</i>						
<b>Financial Assistance for Home Ownership Opportunities</b>		✓				
<b>Goal:</b> To improve the ability of low income persons to access homeownership opportunities; to provide and promote decent, safe and sanitary housing through new construction; rehabilitation assistance; loan guarantee, loan assistance, and other private and public financing assistance available for persons who otherwise cannot obtain acceptable housing.						
<b>Objective:</b> <u>Annual Housing/Homeownership Assistance</u> On an annual basis, as HUD and other funding sources permit, the PHA will, in accordance with the annual plan, provide for the provision of housing assistance, development, rehabilitation, loans and other homeownership assistance as available to the		✓				

targeted populations.									
<b><u>Provision for Homeownership Opportunities and Services and Income Mixing (De-concentration)</u></b>									✓
<b>Goal:</b> To provide grant/loan/lease/mortgage programs and services to expand homeownership opportunities for low-income persons. (These may include: Down payment and closing cost assistance, mortgage guarantees, low interest loans, purchase agreements, loan guarantees and/or mortgages available with below-market interest rates to home buyers). By creating more opportunities for renters to purchase affordable housing, the availability of rental units is increase for those renters who are not ready to buy. Further, the goal for income-mixing (de-concentration) with residents of various incomes will make housing developments more financially viable, as well as meeting the gap in affordable housing for families.									
<b>Objective: <u>Services for Qualified Low-Income Persons</u></b> The PHA may develop credit counseling services, direct or guaranteed financing for loans and/or closing cost, down payment assistance; and/or lease/purchase programs, and services designed to meet the needs of qualified low-income persons.									✓
<b>COMMUNITY SERVICES AND SELF-SUFFICIENCY</b>									
<i>Progress Statement: During FY 2000, the PHA has plans to have staff present in the One Stop Center that recently opened. The center was made possible from a grant through the Junior College which the PHA has a good working relationship.</i>									
<b>Objective: <u>Social Service Identification, Development and Leveraging of Community Services</u></b> To identify, develop and leverage services, facilities, equipment and programs for the social service needs of low-income families with the PHA service area.	✓								
<b>Objective: <u>Preparation of Applications for Funding Requests</u></b> The PHA, as needs are identified, may develop applications for funding requests to federal, state, foundation, corporate sources, tax credit programs and bonds to provide additional services to our target population.	✓								
<b>Objective: <u>Construct Community Facilities</u></b> The PHA, as needed, will identify locations and community eligibility for locations to construct Community Facilities for the jurisdictional area.	✓								
<b><u>Identify and Develop Community and Economic Development</u></b> <b>Goal:</b> To identify and develop community and economic development opportunities within the jurisdictional service area. These opportunities will promote self-sufficiency, education and economic independence.	✓								
<b>Objectives: <u>Promote Self-Sufficiency, Education and Economic Independence</u></b> The PHA, as the needs and/or opportunities are identified may develop and establish economic development/community development opportunities to promote self-sufficiency, education and economic independence. As identified, specific opportunities, programs and budget needs, will be incorporated into the annual comprehensive housing plan, if the uses of HUD funds are required.	✓								
<b><u>Partnerships Among Government and Private Sectors</u></b> <b>Goal:</b> To extend and strengthen partnerships among all levels of government and the private sector, including for profit and non-profit organizations in the production and operation of housing affordable to low income families.	✓								
<b>Objective: <u>Maintain Existing Partnerships for Affordable Housing and Service Provisions</u></b> The PHA will continue to maintain existing partnership agreements, cooperative agreements with various government, federal, state, private, profit and nonprofit entities for the production of affordable housing and the provision of supportive services.	✓								
<b><u>Self-Sufficiency Motivation</u></b> <b>Goal:</b> To promote and create an atmosphere for self-sufficiency for PHA participants and communities to educate and motivate them to secure assistance for their needs without continuation of public or federal assistance.	✓								

<b>Objective: <u>Assistance for Establishment of Resident Organizations or Corporations</u></b> The PHA may provide assistance as requested to assist residents in the establishment of Resident Organizations/Corporations.	✓					
<b>Objective: <u>Resident Training and Referrals to Secure Assistance from Non Traditional Sources</u></b> The PHA will encourage, train, and refer residents to assist them in securing assistance for their needs from non-traditional social service agencies. The PHA will emphasize referrals to self-sufficiency programs.	✓					

**SAFETY, SECURITY AND CRIME PREVENTION**

*Progress Statement – During FY 2000, all PHA staff participated in a seminar for methamphetamine laboratory identification. PHA began performing NCIC checks on all applicants and at the time of re certification. Signed a cooperation agreement with the local police department and are working to strengthen that relationship.*

<b><u>Provision for Safety, Security, Crime Prevention, Drug Elimination and Hazard Testing</u></b> <b>Goal:</b> To provide for the provision of security services, crime prevention and safety services/activities for the PHA properties in accordance with identified needs, budgets and consultation with local law enforcement.		✓				
<b>Objective: <u>Drug Elimination Program</u></b> The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.		✓				
<b>Objective: <u>Mandatory Resident Training and Drug Elimination Programs</u></b> The PHA will continue resident training to include drug prevention programs and expand youth programs.		✓				
<b>Objective: <u>Duties of Officers</u></b> On an ongoing basis, the officers shall provide for patrolling of housing areas, security services, crime prevention and safety activities.		✓				
<b>Objective: <u>Measurement of Objectives</u></b> Completion of these objectives shall be measurable by the evaluation of the provision for staffing and related services/items; and the evaluation of the officer patrol records, monthly reports of activities, review of documentation of attendance records and maintenance of costs within the budget.		✓				
<b><u>Application Screening</u></b> <b>Goal:</b> To provide for adequate criminal history background checks and history of drugs and alcohol abuse.		✓				
<b>Objective: <u>Revision of Admissions and Occupancy Policy</u></b> To revise admissions and occupancy policy to include legal language for performing criminal history background checks and history of drug and alcohol abuse. The PHA will contract with a professional to write/update the Admissions and Occupancy policy.		✓				
	0	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>

**OTHER PROGRAMS AND SERVICES WITHIN SERVICE AREAS**

*Progress Statement – Build additional housing for Elderly/Disabled residents by 12/31/04 – The Housing Authority has partnered with See-Kan Cooperative Development, Inc. (CHDO), Southeast Kansas Independent Living, Tri-Valley Development Services, Inc. and consulting with Interfaith Housing (CHDO) to plan for this project. A survey for the need has been completed and a town hall meeting has been held. A meeting with the local bankers has been scheduled to solicit interest in helping with the financing of the project.*

<b><u>Identify Needs for “Other” Programs</u></b> <b>Goal:</b> To provide for the development, assessment, implementation, and administration of “Other” programs and services to meet identified needs within identified service area(s).	✓					
<b>Objective: <u>Access Available Program Services</u></b> To access program services, assistance, alternative financing loan, grant, lease purchase	✓					

and mortgage programs and options for the provisions of services.						
<b><u>Develop Other Programs and Services</u></b> <b>Goal:</b> To develop other facilities, programs and services necessary to maintain, improve and expand housing opportunities and the quality of the home and community environments.	✓					
<b>Objective:</b> <b><u>Collaboration of Efforts</u></b> Work with local, state, federal agencies and private agencies and/or individuals to develop a program to address the areas assessed such as homelessness, domestic violence, emergency housing needs, disaster relief, welfare-to-work programs, child care, elderly care and employment opportunities.	✓					
<b>Objective:</b> <b><u>Measurement of Objective</u></b> The measurement of objective will be based upon evaluation of a completed program to address needs as identified by a needs assessment.	✓					
<b>LONG-TERM ADULT CARE</b>						
<i>Progress Statement – Build additional housing for Elderly/Disabled residents by 12/31/04 – The Housing Authority has partnered with See-Kan Cooperative Development, Inc. (CHDO), Southeast Kansas Independent Living, Tri-Valley Development Services, Inc. and consulting with Interfaith Housing (CHDO) to plan for this project. A survey for the need has been completed and a town hall meeting has been held. A meeting with the local bankers has been scheduled to solicit interest in helping with the financing of the project.</i>						
<b><u>Long-Term Adult Care</u></b> <b>Goal:</b> As needs and resources are identified, to provide housing for the purpose of providing long-term residential care to adults, primarily persons 65 years of age and older in community-integrated settings resembling independent housing units.	✓					
<b>Objective:</b> <b><u>Identification of Sites for Adult Care Housing and Development of Proposed Program Plan, Staffing and Activities</u></b> The PHA may identify possible sites for the provision of housing activities, develop proposed staffing and supportive service plan(s), and develop program activities if determined feasible within the agency plan.	✓					

## Housing Authority of the City of Chanute

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 or 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;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

# Housing Authority of the City of Chanute

## Required attachment KS062g03: 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: *n/a*

B. How was the resident board member selected: (select one)? *n/a*

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): *n/a*

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

- 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):

B. Date of next term expiration of a governing board member: *n/a*

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

## **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)

*June Metzger*

*Deborah Doughty*

*John DeWitt*

*Cecelia Asher*

*Kathy Patton*