

MANHATTAN HOUSING AUTHORITY

Agency Plans

5 Year Plan for Fiscal Years 2001 - 2006
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: Manhattan Housing Authority

PHA Number: KS063

PHA Fiscal Year Beginning: January 1, 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 web-site
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[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 Manhattan Housing Authority mission is:

To assist income-qualified persons with decent, safe and affordable housing in an efficient, ethical and professional manner. Financial solvency is a key factor in carrying out this mission.

The Housing Authority is committed to:

- Creating and maintaining positive and effective partnerships with clients and appropriate community agencies to maximize social and economic opportunities.
- Encouraging client participation in programs and services promoting self sufficiency, education and improved quality of life.
- Providing information and referral services to assist in accomplishing this mission.

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.

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

Objectives:

- X Apply for additional (50) rental vouchers
- X Reduce public housing vacancies to 5%
- X Leverage private or other public funds to create additional housing opportunities
- X Acquire or build units or developments

Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score) 99.8
- X Improve voucher management: (SEMAP score)?
- X Increase customer satisfaction: 90%
- X Concentrate on efforts to improve specific management functions: public housing finance; assistance in locating higher standard assisted units; voucher unit available; increase inspections standards; resident services
- X Renovate public housing 20 units:

Goal: Increase assisted housing choices

Objectives:

- X Conduct outreach efforts to potential voucher landlords
- X Increase voucher payment standards
- X Implement voucher homeownership program:
- X Implement public housing or other homeownership programs:

Strategic Goal: Improve community quality of life and economic vitality

Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- X Implement public housing security improvements: Neighborhood Watch at all family sits.
- X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families by 25%
- X Provide or attract supportive services to improve assistance recipients' employability
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities

Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

X **Goal:** Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X 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:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other PHA Goals and Objectives:

Improve the communication between, residents, staff and upper Management (Board of Housing Commissioners and City Administration),

Continue the recognition of a High Performing Agency.

Conduct a Comprehensive Study: salary and job description

**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

X Streamlined Plan:

X 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 Manhattan Housing Authority added the two required policies to this year's Agency Plan the Pet and Community Service Policy. These are the only major changes which are not included .

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

Annual Plan	Table of Contents	Page
i.	Executive Summary	
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Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration *Previously Submitted*
- X FY 2000 Capital Fund Program Annual Statement *excluded on page 26*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) *N/A*

Optional Attachments:

- X PHA Management Organizational Chart *Previously Submitted*
- X FY 2000 Capital Fund Program 5 Year Action Plan *Attachment a0l*
- X Public Housing Drug Elimination Program (PHDEP) Plan *Previously Submitted*

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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. This record 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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	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
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	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 2/1899 <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
✓	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
✓	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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
N/A	Approved or submitted applications for designation of public	Annual Plan: Designation of

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing (Designated Housing Plans)	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
✓	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	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	167	5	5	5	3	5	4
Income >30% but <=50% of AMI	1445	5	5	5	2	4	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	255	5	4	5	2	3	5
Elderly	NA						
Families with Disabilities	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

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

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 1990
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) datasheet 1990
- American Housing Survey data
Indicate year:
- X Other housing market study
Indicate year: 2000
- X Other sources: (The Housing Authority Waiting List).

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	333		70
Extremely low income <=30% AMI	116	35%	
Very low income (>30% but <=50% AMI)	150	45%	
Low income (>50% but <80% AMI)	67	20%	
Families with children	243	73%	
Elderly families	14	.04%	
Families with Disabilities	73	22%	
Race/ethnicity (1)	230	69%	
Race/ethnicity (2)	109	33%	
Race/ethnicity (3)	13	.04%	
Race/ethnicity (4)	6	.02%	
Characteristics by Bedroom Size (Public Housing Only)	99	30%	70
1BR	31	.09%	27
2 BR	41	12%	21
3 BR	8	.02%	15
4 BR	19	.06%	7
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X 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 tenantbased assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds neednot 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 tenantbased assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$176,000	
b) Public Housing Capital Fund	\$439,343	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$795,660	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$117,680	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant	\$0	N/A
i) HOME	\$0	N/A
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 Comprehensive Grant Program	\$0	
3. Public Housing Dwelling Rental Income	\$498,041	Public Housing Operations
4. Other income (list below)		
Vending Machines	\$12,000	
Interest	\$5,670	
4. Non-federal sources (list below)		
TBRA Administrative Fees	\$3,250	P/H & Sec 8 Operations
Total resources	\$2,047,644	

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)
- X Other: (describe) **When they are next in line for a unit coming available and their file is complete with all required/requested information.**

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

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- Other (describe) Past family history

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

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

e. Yes X 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)

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

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

- X PHA main administrative office
- X PHA development site management office
- X Other (list below) **Applications may be picked up at one of several social services agencies throughout the community or obtained from the Internet and mailed to the Administrative Office.**

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

1. How many site-based waiting lists will the PHA operate in the coming year? 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)?
If yes, how many lists?

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

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

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

(3) Assignment

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

- X One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

Yes X 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)

- X Emergencies
- X Overhoused

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

c. Preferences

1. X 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)

- X 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
- X 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.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 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 incomerequirements (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
- X 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)

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

Pottawatomie Court
Hudson Circle

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

X 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 tenantbased 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)
- X 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
- X More general screening than criminal and drug-related activity (list factors below)
1. Review local police records daily.
2. Review local newspaper daily.
- Other (list below)
- b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes X 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)
- X Criminal or drug-related activity
- X Other rental history if client lived in Public Housing

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenantbased assistance waiting list merged? (select all that apply)
- X 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 tenantbased assistance? (select all that apply)
- X PHA main administrative office

- X Other (list below) Applications may be picked up at one of several social services agencies throughout the community or obtained from the Internet and mailed to the Administrative Office.

(3) Search Time

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

If yes, state circumstances below:

Market conditions, financial and medical hardships

(4) Admissions Preferences

- a. Income targeting

- Yes X 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. X 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

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- X 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.

1 Date and Time

Former Federal preferences

- 1 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)

- 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
- 1 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)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- X The Section 8 Administrative Plan
- X 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?

- X Through published notices
- X Other (list below) Radio

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 subcomponent 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---

- X 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
- X \$26-\$50

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

2. If yes to question 2, list these policies below: Family is awaiting government assistance except where benefits are reduced due to fraud or family failed to comply with work or economic, self-sufficiency requirements; Family income decreased due to changes in circumstances including loss of employment, death in family, or serious illness causing temporary loss of employment/income.

c. Rents set at less than 30% of adjusted income: This may happen with ceiling or flat rents.

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

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

Flats Rents. \$200-300 one BR; \$250-350 two BR; \$350-475 three BR; \$400-525 four BR;

Ceiling Rents 0-BR \$275 1-BR \$300 2-BR \$350 3-BR \$375 4-BR \$400

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

- X For the earned income of a previously unemployed household member
- X 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
- X For the non-reimbursed medical expenses of non-disabled or non-elderly families
- X Other (describe below)
Garnishments for Child Support Arrears

e. Ceiling rents

1. Do you have ceiling rents?

- 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

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
- X 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)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- X Reflects market or submarket
- X To increase housing options for families
- Other (list below)

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

- X 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)

- X Success rates of assisted families
- X 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
- X \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- X 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	249	130
Section 8 Vouchers	128	15
Section 8 Certificates	38	5
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	FSS @ 38	5
Public Housing Drug Elimination Program (PHDEP)	260	N/A
Other Federal Programs(list individually)	Comprehensive Grant	N/A

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)

The above information is contained in the Maintenance, Admissions and Continued Occupancy, and Administrative Plans

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- X 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 longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA’s option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

**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 KS16P06370800 FFY of Grant Approval:(10/1/2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$0
2	1406 Operations	\$48,586
3	1408 Management Improvements	\$54,069
4	1410 Administration	\$59,080
5	1411 Audit	\$0

6	1415	Liquidated Damages	\$0
7	1430	Fees and Costs	\$0
8	1440	Site Acquisition	\$0
9	1450	Site Improvement	\$65,400
10	1460	Dwelling Structures	\$67,608
11	1465.1	Dwelling Equipment-Nonexpendable	\$77,700
12	1470	Nondwelling Structures	\$0
13	1475	Nondwelling Equipment	\$66,900
14	1485	Demolition	\$0
15	1490	Replacement Reserve	\$0
16	1492	Moving to Work Demonstration	\$0
17	1495.1	Relocation Costs	\$0
18	1498	Mod Used for Development	\$0
19	1502	Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)		\$439,343
21	Amount of line 20 Related to LBP Activities		\$0
22	Amount of line 20 Related to Section 504 Compliance		\$0
23	Amount of line 20 Related to Security		\$11,700
24	Amount of line 20 Related to Energy Conservation Measures		\$231,408

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
006 / 007	Replace Carpet as needed	1450	\$2,500
006 / 007	Replace Lobby Furniture	1450	\$4,000
010	Replace Door Locks	1450	\$10,500
005	Add Shower Enclosures	1450	\$8,400
005	Replace Bathroom Floors tiles	1450	\$12,000
005	Grade and Re-seed	1450	\$12,000
005	Repair Drive & Back Parking Lot	1450	\$16,000
006	Seal & Waterproof Building	1460	\$45,608
007	Seal & Waterproof Building	1460	\$22,000
007	Replace Kitchen Cabinets	1465.1	\$40,000
007	Replace Ranges	1465.1	\$14,000
010	Replace Ranges	1465.1	\$14,100
006/007	Replace Drapery As Needed	1465.1	\$2,200
PHA Wide	Replace Ranges	1465.1	\$3,400
PHA Wide	Replace Refrigerators	1465.1	\$4,000
005	Replace Overhead Door on Shop	1475	\$1,200
006	Replace Trash Compactor	1475	\$25,000

007	Replace Trash Compactor	1475	\$25,000
PHA Wide	Push Mower	1475	\$500
PHA Wide	Riding Tractor	1475	\$12,000
PHA Wide	Sidewalk Blower	1475	\$100
PHA Wide	Weed Eater (2)	1475	\$500
PHA Wide	Shop Vacuum	1475	\$600
PHA Wide	Uniforms	1475	\$600
PHA Wide	Salaries Upgrade	1406	\$25,000
PHA Wide	Asst. Exe. Dir. Salary/Benefits	1406	\$11,326
PHA Wide	Secretary/Respt. Salary/Benefits	1406	\$12,260
PHA Wide	Housing Inspector Salary/Benefits	1408	\$17,702
PHA Wide	Computer Upgrades	1408	\$35,000
PHA Wide	Purchase Camera /Video Equipment	1408	\$1,367
PHA Wide	Executive Director Salary/Benefits	1410	\$31,360
PHA Wide	Facilities Supervisor Salary/Benefits	1410	\$27,720

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)
KS16P063005-6-7-10 1450	6/30/2003	9/30/2003
KS16P063006-7 1460	6/30/2003	9/30/2003
KS16P063006-7-10 1465.1	6/30/2002	9/30/2002
KS16P063007 1465.1	3/31/2002	6/30/2002
KS16P063005-6-7 1475	6/30/2002	9/30/2002
PHA Wide	12/31/2001	12/31/2001
1406	12/31/2001	12/31/2001
1408	12/31/2001	12/31/2001
1410	12/31/2001	12/31/2001
1465.1	12/31/2001	12/31/2001
1475	12/31/2002	12/31/2002

(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. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (**KS063a01**)

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

1. Development name:

2. Development (project) number:

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

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

Yes X 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 X 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 X 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 X 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 X 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. X Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any publichousing 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 X 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:	Carlson Plaza
1b. Development (project) number:	KS063
2. Designation type:	Occupancy by only the elderly X 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 X
4. Date this designation approved, submitted, or planned for submission:	(12-31-2001)
5. If approved, will this designation constitute a (select one)	X New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	47
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development X 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.

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

(date submitted or approved:)

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:

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

B. Section 8 Tenant Based Assistance

1. X YES NO Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

X 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)

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

b. PHA-established eligibility criteria

X 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:

They must follow the Homeownership procedures for which be establish by the Housing Authority Board of Commissioners.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes X 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)

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X 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
X Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

C. Welfare Benefit Reductions

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

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

Community Services Policy attached number (KS063b01)

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 subcomponent D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents

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

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

Flint Hills Place

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

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

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

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

All Sites

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X 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
- X 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)

All Sites

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
 Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
 Yes No: This PHDEP Plan an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] **Attachment KS063c01**

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHAMUST select one)

Provided below:

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: see resident interaction committee comments.
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

D. Other Information Required by HUD

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

Attachments

KS063-a01 Five-Year Action Plan

KS063-b01 Community Services Policy

KS063-c01 Pet Policy

Attachment No. KS063a01
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN

ITEM DESCRIPTION	ESTIMATED COST	URGENCY/ NEED
<u>FLINT HILLS PLACE (KS063005)</u>		
• Replace kitchen cabinets & bath vanities	\$ 90,000	3
• Replace all countertops	12,000	3
• Replace living room paneling (one wall)	4,500	
3		
• Install ceiling fans	40,000	5
• Replace underlay & floor tile	36,000	3
• Replace all windows	65,000	1
• Replace bathtubs & rework ceramic wall	12,000	5
• Replace bathroom sinks	3,500	5
• Replace bathroom floors with one piece linoleum	21,790	2
• Add shower doors (71% of apartments)	8,400	1
• 6 ft. chain link fence around boundaries	12,000	2
• Texture (orange peel) all walls and paint	18,000	4
• Install outside seating	8,500	2
• Install shade trees	10,000	
5		
• Grade for proper drainage & re-seed grass	12,000	1
• Extend main sewer and clean to ground grade	20,000	1
• Fence in patios	25,000	5
• Sidewalk replacement for proper drainage	12,000	2
• Remove old basketball court & install new	10,000	5
• Develop school bus pull off on Manhattan Avenue	20,000	3
• Enlarge school bus stop	8,000	3
• Add maintenance storage space (add to or enlarge existing)	45,000	2
• Add small laundry mat (6 washers & dryers)	50,000	4
• Rebuild mailbox building	20,000	5
• Rebuild old trash dumpster	10,000	5
• Make storm shelter accessible	15,000	2
• Repair concrete drive to shop & back parking lot	16,000	1
• Replace bottom half of down spouts with heavy gauge steel	6,000	1
• Replace siding on all storage sheds	12,750	1
• Inspect all electrical service & repair as needed	5,000	2
• Replace dryer vents	2,000	3
• Add door bells	12,000	5
• Replace porch lighting	4,500	1
• Install new storm doors (front & back)	15,500	2
• Replace all clotheslines		
• Repaint all walls & ceiling		
• Install bike racks		

FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**FLINT HILLS PLACE TOTAL****\$ 662,440**

ITEM DESCRIPTION	ESTIMATED COST	URGENCY/ NEED
<u>APARTMENT TOWERS (KS063006)</u>		
• Replace all carpet 2	\$ 100,000	
• Install ceiling fans with lights	20,000	5
• Seal and waterproof building (thick point)	50,000	1
• Replace quarry tile in lobby	8,000	4
• Replace all thermostats	29,700	1
• Replace kitchen cabinets & bath vanities	70,400	2
• Replace all countertops	8,800	2
• Replace trash compactor	25,000	1
• Update elevator control panel with computerized panel	100,000	1
• Boiler room safety devices and timer on dominate water pump	5,000	1
• Reinsulate pipes	12,000	5
• Re-caulk windows with higher quality caulking 2	8,000	
• Replace all drapery in building	26,000	3
• Strip and refinish apartment doors and add kick plates	8,800	2
• Replace door locks with removable core locks	10,000	1
• Replace patio door and panel (first floor)	12,000	2
• Replace emergency battery backup system	25,000	2
TOTAL APARTMENT TOWERS:	\$ 518,700	
<u>BAEHR PLACE (KS063007)</u>		
• Replace HVAC System	\$ 80,000	1
• Cover all outside A/C condensing units	2,500	2
• Replace all shingle roofing	30,000	1
• Replace kitchen cabinets & bath vanities	40,000	3
• Replace bathroom sinks	2,400	3
• Replace bathtubs & tub surrounds	15,000	4
• Replace second floor underlay & re-tile	20,000	4
• Replace first floor tile	10,000	4
• Replace all light fixtures	4,000	3
• Replace kitchen sinks	4,750	3
• Install storm doors (front)	8,000	2
• Replace rear storm doors 2	9,500	
• Replace medicine cabinets	2,500	3

FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN

• Install Automatic sprinkler system	14,000	5
• Repair root damage to main sewer line	6,000	2
TOTAL BAEHR PLACE:	\$ 248,650	

<u>ITEM DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>URGENCY/ NEED</u>
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CARLSON PLAZA (KS063008)

• Replace smoke detectors 1	\$ 12,000	
• Replace all kitchen cabinets	80,000	1
• Install grab bars	6,675	2
• Replace 3-way valves/orifices in furnace system	25,000	4
• Replace trash compactor	25,000	3
• Replace all carpet 1	45,000	
• Fence in A/C condensing unit	2,000	2
• Replace electric ranges	14,000	2
• Re-caulk expansion joints & tuck-point block (waterproof)	22,000	2
• Re-caulk windows	8,000	5
• Replace elevator controls with computerized panel	55,000	1
• Strip & refinish all apartment doors & add kick plates	4,700	4
• Replace door lock system with removable core system	7,000	4
• Replace all drapery in building	26,000	2
• Sidewalk replacement	12,000	1
CARLSON PLAZA TOTAL	\$ 344,375	

HUDSON CIRCLE & POTTAWATOMIE COURT (KS063010)

• Replace sink faucets in bathroom	\$ 6,000	2
• Change door lock system to removable cores	10,500	1
• Install mailbox shelter	12,000	2
• Replace soffit board under carports	14,000	1
• Install playground equipment	45,000	2
• Replace bathroom lighting	4,500	1
• Add shade trees	13,125	5
• Cover outside A/C condensing units	5,000	1
• Replace hot water heaters	14,100	4
• Replace kitchen faucets	7,540	3
• Replace bifold closet doors	10,500	2
• Install new tub surrounds 2	8,400	
• Replace electric ranges with self-cleaning electric ranges	14,100	4

FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN

- Install carpet, enclose patios, install barbecue grills, install sidewalk, improve landscaping, re-paint carports, replace refrigerators, check structures, heating and plumbing and repair as necessary

TOTAL HUDSON CIRCLE/POTTAWATOMIE COURT \$ 164,765

<u>ITEM DESCRIPTION</u>	<u>ESTIMATED COST</u>	<u>URGENCY/ NEED</u>
<u>MANAGEMENT IMPROVEMENTS</u>		
• Replace maintenance trucks (2)	\$ 38,000	3
• Lawn equipment	6,000	1
• Laptop computer	3,500	2
• Hire CGP Coordinator	23,000	1
• Replace table saw	1,000	3
• Purchase video camera for drains	5,000	2
• Replace overhead door on maintenance shop	1,200	1
• Wages/benefits/supplies		
<i>TOTAL MANAGEMENT IMPROVEMENTS</i>	<i>\$ 77,700</i>	

Attachment No. KS063a01
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN

SUMMARY

DEVELOPMENT	NO. OF UNITS	ESTIMATED COST	COST PER UNIT	VIABILITY	6/30/99 VACANCY RATE
Flint Hills Place KS16P063005	60	\$662,440	\$11,041	Yes	2%
Apartment Towers KS16P063006	88	\$518,700	\$5,894	Yes	8%
Baehr Place KS16P063007	20	\$248,650	\$12,433	Yes	0%
Carlson Plaza KS16P063008	47	\$344,375	\$7,327	Yes	1%
Pottawatomie Court Hudson Circle KS16P063010	47	\$164,765	\$3,506	Yes	1%
TOTAL ALL DEVELOPMENTS	262	\$1,938,930	\$7,401	---	---

Attachment No. KS063a01
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN

THE MANHATTAN HOUSING AUTHORITY

***POLICY AND PROCEDURE FOR COMMUNITY SERVICE
REQUIREMENTS***

Community Service Program was mandated by congress under the Public Housing Reform Act of 1998 and it requires every adult (nonexempt) resident of Public Housing to perform 8 hours of community service each month, participate in a selfsufficiency program for at least 8 hours every month or combination of each activity.

Community Service and Self-Sufficiency Programs applies to all nonexempt, adult residents in Public Housing. There are numerous exemptions under the law for adult residents who are unable to participate or for whom the provision is unfeasible (24CFR 960.601) including persons:

- Are 62 years or older.
- Are blind or disabled (as defined under 216(I) (1) or 1614 of the Social Security Act (42 U.S. C. 416(I)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such an individual.
- Are engaged in work activities.
- Meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- Are members of a family receiving assistance, benefits, or services under the State program funded under part A of title IV of the Social Security Act (42U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located, including a State administered welfare to work program and has not been found by the State or other administering entity to be in noncompliance with such a program.

All residents must comply with the Community Service and Self-Sufficiency Program requirements beginning with PHA fiscal year on or after October 1, 2000 (24CFR 960.600).

Residents are required to perform either 8 hours of community service, participating in 8 hours of an economic self-sufficiency program, or performing a combination of both for 8 hours per month.

The term Community Service Program is defined in 24 CFR 906.601 as the performance of voluntary work or duties that are a public benefit and that serve to improve the quality

of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.

Community service is not employment and may not include political activities. Community service or self-sufficiency activities performed by residents may not be substituted for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24 CFR 906.609).

The Manhattan Housing Authority will maintain a list of eligible groups and or activities that will qualify for community service.

Economic Self-sufficiency Program is defined in 24 CFR 5.603 as any program “designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families”. These programs include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program) or other work activities.

IMPLEMENTATION

The Manhattan Housing Authority or designee (with a cooperative agreement) will administer the Community Service Program requirement procedure. The Public Housing Manager or designee will be responsible for the verification and compliance monitoring requirements. Documentation of exemption or certification of performance of Community Service will be maintained in resident file.

NOTIFICATION

All residents will be notified of the Community Service Program requirements and asked to respond in order to determine exempt and nonexempt family members.

All applicants will be notified of the Community Service Program requirements at the time of Eligibility. Appropriate materials for compliance will be part of the lease up packet and orientation. At residents annual re-exam third party certification will be required and compliance will be verified.

The PHA will give the family a written description of the service requirements, the process of claiming status as an exempt person, the process for determining any changes to the exempt or nonexempt status, and the verification required by the PHA. The written notification shall identify the family members who are subject to the service requirements and the family members who are exempt persons

The Housing Authority will comply with all nondiscrimination and equal opportunity requirements when making opportunities available for Community Service Program requirements.

VERIFICATION

Residents, who have demonstrated general eligibility criteria as person's 62 years or older, blind or disabled, or primarily caretakers of such an individual, do not have to provide any additional verification to the PHA for the community service and self sufficiency eligibility.

However, residents who are exempt because they are:

- * Engaged in work activities and meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program:
- * Members of a family receiving assistance, benefits or services under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.): or
- * Under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in noncompliance with such a program may be required to provide written documentation or sign a release of information form to allow the PHA to obtain information to verify their exempt status from the welfare agency.

COMPLIANCE AND THE PHA LEASE

The Manhattan Housing Authority will incorporate the community service and self-sufficiency provision into the resident lease.

The Manhattan Housing Authority will review the family compliance with the service requirements, and must verify such compliance annually at least 30 days before the annual rectification of the lease term. If qualifying activities are administered by an organization other than the Housing Authority, the Housing Authority shall obtain verification of family compliance from such third parties.

NONCOMPLIANCE & HOUSING AUTHORITY OBLIGATIONS

The Manhattan Housing Authority must provide notification to residents of noncompliance in the event the resident is not fulfilling his or her obligation.

The Housing Authority must describe the noncompliance and state that the lease may not be renewed at the annual rectification unless resident complies with written agreement to cure noncompliance.

The Housing Authority must offer the resident opportunity to enter into a written agreement with the Housing Authority to cure the noncompliance in accordance with the agreement. This agreement should include:

- The number of noncompliance hours the resident must provide of service or activities for the current lease term.
- Assurance that all members of the family who are subject to the service requirement are currently complying with the service requirement, or:
- Written assurances satisfactory to the Housing Authority that the resident or other noncompliant resident no longer resides in the unit.

The Housing Authority must inform resident that they may request a grievance hearing on the PHA's determination of noncompliance in accordance with part (24CFR 960.966, subpart B). The Housing Authority must retain reasonable documentation of service requirement performance or exemption in participant files. The Housing Authority must comply with nondiscrimination listed in 24 CFR 5. 105(a).

RESIDENT RESPONSIBILITIES

1. Provide and cooperate with Housing Authority regarding verification of exempt or nonexempt status for community service and self-sufficiency requirement.
2. Report any changes in writing regarding exempt or nonexempt status to Housing Authority within 10 (ten) working days.
3. For all adult residents in public housing, except those determined to be exempt, contribute 8 hours per month of community service or participate in an economic self sufficiency program for 8 hours per month or perform a combination of both for 8 hours per month. Activities cannot include political activities nor be substituted for work ordinarily performed by Housing Authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24 CFR 960.603).
4. Provide Housing Authority with information verifying compliance with service requirement including number of hours accomplished under activity.
5. **Family Obligations Under the Lease.** Residents are required under 24 CFR 960.607 (c) to comply with the service requirement. This requirement extends to all adult residents in the household who are determined nonexempt from the requirement. The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the annual recertification of the lease (24 CFR 960.603). If a resident or another family member has violated the service requirement, **the PHA may not renew the lease upon expiration of the term unless:**

- A. The resident, and any other noncompliant resident, enter into a written agreement with the Housing Authority, in the form and manner required by the Housing Authority, to cure such noncompliance by completing the additional hours required prior to completion of annual recertification of the lease.

- B. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

MANHATTAN HOUSING AUTHORITY
PET POLICY
RESOLUTION NO. 101800-A
October 18, 2000

Amending

Resolution No. 120595-D December 05, 1995

Resolution No. 060788-B June 07, 1988

A RESOLUTION OF THE GOVERNING BODY OF THE MANHATTAN HOUSING AUTHORITY, CONCERNING KEEPING OF ANIMALS ON MANHATTAN HOUSING AUTHORITY PROPERTY.

Be It Resolved that this policy implements provisions of Section 227 of the Housing Urban-Rural Recovery Act of 1983 and Section 526 of the Quality Housing and Work Responsibility Act concerning ownership of pets in federally assisted rental housing.

Under 24 CFR Part 942, Subpart A, Section 1 (b):

No owner or manager of federally assisted rental housing for the elderly or handicapped may as a condition of tenancy or otherwise, prohibit or prevent tenants of such housing from owning or keeping common household pets in their units or restrict or discriminate against persons in connection with admission to, or continued occupancy of, such housing because they own common household pets.

Under 24 CFR Part 942, Subpart A, Section 2 (a):

tenants who may own pets in elderly and handicapped units must be an elderly, disabled or handicapped family or person as defined by Federal law.

Under 24 CFR Part 942, Subpart A Section 2 (b):

Project for the elderly or handicapped means any project assisted under Title I of the United States Housing Act of 1937 (other than under Section 8 or 17 of the Act), including any building within a mixed-use project, that was designated for occupancy by the elderly or handicapped at its inception or, although not so designated, for which the PHA gives preference in tenant selection (with HUD approval) for all units in the project (or for a building within a mixed-use project) to elderly or handicapped families.

Section 526 of the Quality Housing and Work Responsibility Act:

Permits a resident of a dwelling unit in public housing to own one or more common household pets or have one or more common household pets present in a dwelling unit of such resident subject to reasonable requirements of the public housing agency, if the resident maintains each pet responsibly and in accordance with applicable state and local

public health animal control and anti-cruelty laws and regulations and within the policies established by the public housing agency. Reasonable requirements may include requiring a nominal fee, a pet deposit or both;

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limitations on the number of pets in a unit, based on unit size, prohibitions on the types of animals that are classified as dangerous, prohibitions on individual animals based on certain factors, including size and weight of the animal, and prohibitions or restrictions based on size and type of building or project, or other relevant conditions. In compliance with these laws the MHA extends this policy to all it's properties.

WHEREAS, the following policy is hereby established in accordance with provisions of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 with regard to the keeping, or allowing, of animals to assist the disabled upon Manhattan Housing Authority property.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Manhattan Housing Authority, that rules govern the keeping of pets in all Manhattan Housing Authority property shall be adopted as follows :

POLICY

This policy governs the keeping of all pets by any person, whether that person is a resident or guest, upon property of the Manhattan Housing Authority, except under the following circumstances:

- a. Pets must be kept within the tenant's dwelling only.
- b. Any person with a disability may keep or maintain upon Housing Authority property an animal that assists such person with his or her disability; however, any animals not specifically trained and certified as an assistive animal shall be considered a pet and subject to these policies unless otherwise stated.
- c. Any resident of the Housing Authority may keep and maintain a reasonable number of hamsters, gerbils, birds and fish, which are commonly maintained as household pets. The determination of a reasonable number, as well as the determination of what types of birds or fish are commonly maintained as household pets, shall be at the sole discretion of the Housing Authority, through its responsibilities set forth hereinafter.

- d. Any resident, upon prior approval, may be allowed to keep or maintain, **one** cat or dog, weighing no more than 20 pounds and no taller than 15 inches at the shoulder. In no case will the following breeds be allowed: Chow Chow, Rottweiler, Doberman Pinscher, Pit Bull, any mix of these breeds, any part-wolf mix, exotic or wild animals. No dog known to be dangerous or with a history of biting will be allowed. *Assistive animals are not subject to the size (weight and height) requirements set forth in this paragraph.*

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Residents shall comply with the procedures and responsibilities set forth hereinafter.

PROCEDURE

1. Any resident who desires to keep, or maintain, a pet or assistive animal upon Housing Authority property must comply with the following procedures:
2. Prior to keeping or maintaining any pet or assistive and companion animal, on the premises, the resident must register the animal with the Manhattan Housing Authority, on a form provided by the Housing Authority. The resident must update the registration annually, at a time established by the Housing Authority. In addition to the registration, the resident must attach the following:
 - ___ Residents with disabilities must provide a medical certification of the need for an assistive animal.
 - ___ A copy of current City License, if applicable.
 - ___ Certificate from a veterinarian each year certifying the animal is in good health and has all necessary shots and/or vaccinations, excluding birds, fish, hamsters and gerbils.

___ Proof that the animal is spayed or neutered, excluding fish, birds, hamsters, gerbils and assistive animals.

___ Proof that any cat except assistive, is de-clawed.

___ Information sufficient to identify the animal; i.e., photograph, excluding birds, fish, hamsters and gerbils.

___ The name, address and phone number of one or more responsible parties who will care for the animal if the resident is incapacitated, or otherwise unable to care for the animal.

3. One-half of the established unit size security deposit shall be deposited in addition to the regular security deposit plus a non-refundable fee of \$25.00. The deposit and fee must be paid in one full payment.

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The pet deposit shall be refunded upon move-out, or if the renter no longer owns a pet, if the pet has caused no damages.

4. The requirement set forth in paragraph (3) shall not apply to assistive animals.

5. Prior to maintaining an animal upon Housing Authority property, the resident must sign a copy of this policy. Upon signing a copy of the policy, the resident's lease shall be deemed to be amended by the terms of this policy, and a breach of the policy shall also be deemed to be a breach of the lease.

RESPONSIBILITIES

After receiving approval by the Housing Authority to keep or maintain an animal, the resident shall abide by the following:

Inside of the Unit

1. Resident must not alter any housing unit, interior or exterior, or any part of the premises to accommodate a pet or assistive animal unless prior written approval by management has been obtained.
2. Residents who own an animal must take adequate precautions to eliminate odors, fleas, ticks, and other vermin created by the animal, and must dispose of animal waste properly in the following manner:
 - a. Residents are responsible for providing litter boxes and promptly cleaning up and disposing of waste matter. Residents must not allow waste to accumulate in the unit or dispose of animal waste in a trash chute. Animal owners will deliver pet waste to the outside trash container which has a secure lid.
 - b. Animal waste must not be allowed to accumulate on the site that is used for animal's relief. Pet waste must be removed immediately from the dwelling, yard, or common space.
 - c. Sanitation – Foul pet odors or the presence of pet waste inside the unit is considered poor sanitation. This includes dirty litter boxes. All cats must be trained to use the litter box. Cat litter boxes must be regularly and frequently changed and dispose of by emptying in plastic bags for deposit in the appropriate containers.

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1. Should the pet become abandoned or left unattended for any reason, the MHA has the right to remove or have the pet removed from the premises and provide for its welfare in the most humane way possible. Any cost for care or transportation will be the responsibility of the resident. The resident agrees to hold the MHA harmless for any fees, fines or damage caused by the collection, removal or care of the pet.
2. Pets must not be left unattended overnight or any length of time or become a nuisance to neighbors through noise or odor. Residents agree to board the pet or make arrangements for its supervision if resident is away from the premises overnight or away for a length of time. Neglect

of the pet as determined by MHA staff shall cause the privilege of keeping the pet to be revoked at the discretion of the MHA.

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charges.
5. If MHA staff or agent can not enter a unit after proper notice to do routine work orders, annual inspections, preventative maintenance inspections or case of emergency because of the behavior of the pet, it shall be interference with MHA staff or agent's duties and responsibilities. The resident will be given a warning on the first offense and charged a trip charge consistent with the sum listed in the current maintenance schedule of

Outside of the Unit

1. When not in resident's unit, dogs and cats must be firmly attached to a leash or chain under the physical control of its owner or keeper and must wear a collar that identifies them. Pets are not allowed to run at large. Any animal not on a leash or physically under the control of its owner will be considered at large. If this happens, animal control will be called and a warning issued by the MHA to the pet owner. Dogs and cats must otherwise be kept indoors; pets may not be chained outside the unit, other structures, or left unattended outside even if leashed or chained.
2. All dogs will be kept on a leash and a cat will be held in arms; either must be under the physical control of its owner or keeper at all times when not in the resident's unit. Animals shall not be allowed in the interior or exterior common areas of the development, except for the purpose of entering or existing the buildings (except for assistive animals).

Damage or Destruction Caused by the Pet

The resident is liable for any damages caused by the animal (including bodily harm to individuals) and for any damages to the Housing Authority buildings or property.

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1. Any damages incurred by the animal, which require immediate attention will be charged to the owner according to the

established damage policy. Any other damages will be assessed at the time the resident vacates the unit and deducted from the deposit.

2. The resident agrees to pay for damage or destruction caused by the pet to the premises, equipment or other MHA property above and beyond the pet security deposit.

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3. The resident agrees to hold MHA harmless against any and all claims, actions, suits, judgments and demands brought by any other party on account of activity or damages by the owner's pet.

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4. The MHA, its agents or employees shall bear no responsibility for occurrence of harm, injury or death to pet caused by the agents or employees, independent contractors, residents or other persons on the premises.

Removal of Pet

1. For failure to correct the indicated problem, or repeated pet policy violations, the resident will be asked to remove the pet or vacate the premises.

2. The resident agrees to board the pet or otherwise remove the pet from the premises for the balance of the lease term if the pet becomes a nuisance or interferes with the rights of peaceful enjoyment of other residents, interferes with the MHA staff or its agents ability to do their duties.

Management Responsibilities

1. The event of policy infraction by residents, management shall take appropriate action with resident to correct the problem. In the event management and the resident cannot agree on resolution of the problem, the resident may utilize the Grievance Procedure; however, the pet must be removed from the unit until the Grievance Procedure has been completed.

2. Management may remove the pet from the dwelling in the event that

death or inability to care for the pet makes this action necessary.

3. Management may immediately remove a pet that has become a nuisance or danger to residents. The resident shall be responsible for any costs incurred for the animal at the animal shelter.

4. Management has the right to ask proper authorities to remove a pet that is judged to be suffering from ill health and/or neglect.

5. Resident must abide by all City, State and Federal regulations not specifically mentioned in this policy.

6. Any resident who has received one (1) warning and two (2) lease violations on any pet will be asked to remove the pet from the property. Continuous violations of the Pet Policy will be considered the same as repeated

violations

of the lease. Also, MHA reserves the right to enforce the removal of any

pet

per the City Ordinance of Manhattan. In addition, residents must abide by

the

MHA Pet Policy, the City of Manhattan Ordinance No. 4473, 5068 and

6022 .

BE IT FURTHER RESOLVED that this Pet Policy adopted by this resolution shall be effective _____, 2000.

ADOPTED THIS 18th DAY OF OCTOBER, 2000.

SEAL

Christopher Bailey, Chair
Manhattan Housing Authority
Board of Commissioners

Jai Johnson, PHM
Executive Director

G:POLCIES/PET POLICY/2000