

MANHATTAN HOUSING AUTHORITY

Agency Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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, 2003

Public Access to Information

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

- X 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)

- X 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 that apply)

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

5-YEAR PLAN
PHA FISCAL YEARS 2003 – 2007
[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.

(*) And bold lettering denote advancement in each area.

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

Objectives:

- Apply for additional (50) rental vouchers ***October of 2002**
- Reduce public housing vacancies to 5% ***Current rate 2%**
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments

Goal: Improve the quality of assisted housing

Objectives:

- Maintain high performance public housing assessment score (99.8)
- Improve voucher management: (SEMAP score)?

- Increase customer satisfaction: 90%
- Concentrate on efforts to improve specific management functions: public housing finance; assistance in locating higher standard assisted units; increase voucher unit availability; increase resident services. *** This area continue has shown great improvement**
- Renovate public housing 60 units: *** All units at this site have gone through some renovation such as installation of showers, A/C units, siding and windows. Another older site Baehr place 20 units also receive extensive renovation with the installation of windows, front screen doors, siding and a new roof.**

Goal: Increase assisted housing choices

Objectives:

- Conduct outreach efforts to potential voucher landlords:
*** Speaking with community group as agencies has help increase the available of new landlords and increase the rental assistance program lease up rate to 105%.**
- Implement homeownership program by partnering with local agencies. *** The first awareness seminar was held August 2002**

Strategic Goal: Improve community quality of life and economic vitality

Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: ***Using the rent range has assisted in this accomplishment**
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *** Same as above**
- Implement public housing security improvements: Neighborhood Watch at all family sits.
- Resident service implementing an elderly arts and craft once a month fun night. ***This program was implemented in May of 2002.**
- 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:

- Increase the percentage of employed persons in assisted families by 25%:
***This has increased to 40% at the current time.**

- Provide or attract supportive services to improve assistance recipients' employability: *** The FSS and Resident Coordinators have been influential in this area.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: *** The Elderly Manager maintains a strong working relationship with community service agencies to provide assistance as needed**

Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - * All of the above are vital parts of the service provided as essential functions of this agency.**

Other PHA Goals and Objectives:

- Continue to improve the communication between, residents, staff and Board of Housing Commissioners and the community:
- Training Commissioners
- Training supervisory replacement staff for retiree positions
- Work with the University of Kansas student groups to improve the MHA image, educate the community on the difference (ph v affordable housing☺)

*** All of the above are vital parts of the service provided as an essential function of this agency.**

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X Standard Plan

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Manhattan Housing Authority Strategic Goals for 2000-2004

- 1. Increase the availability of decent, safe, and affordable housing**
- 2. Ensure Equal Opportunity in Housing for all Americans**
- 3. Promote self-sufficiency and asset development of families and individuals**
- 4. Improve community quality of life and economic vitality**

As you will note all the above area have shown extensive improvement each summary with in the (Five –Year Plan) has shown notable improvement, and are marked with a () and bold lettering.*

The Resident Advisory Board (RAB) has been very active this past year with attendance to Training sponsor by Ks NAHRO. The RAB meet once each month with strong attendance. In order to ensure all sites are represent the meeting are held at different locations with notices and information in the monthly newsletter.

The Housing Authority lost one of it's resident representative to the Board of Commissioner this month however with two federal funded representative appointed there is compliance with federal regulations.

Since the separation from the City in 1999, the Housing Authority has made remarkable progress, looking forward to another year.

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	
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	9
3. Policies on Eligibility, Selection and Admissions	10
4. Rent Determination Policies	16
5. Operations and Management Policies	20
6. Grievance Procedures	21
7. Capital Improvement Needs	21
8. Demolition and Disposition	26
9. Designation of Housing	26
10. Conversions of Public Housing	28
11. Homeownership	29
12. Community Service Programs	30
13. Crime and Safety	33
14. Pets	34

15. Civil Rights Certifications (included with PHA Plan Certifications)	35
16. Audit	35
17. Asset Management	35
18. Other Information	36

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:

N/A

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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the PHA's involvement.	
✓	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;
✓	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 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	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	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
✓	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 housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
✓	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
✓	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 903.79 (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	Accessibility	Size	Location
Income <= 30% of AMI	551	5	5	5	3	5	4
Income >30% but <50% of AMI	79	5	5	5	2	4	5
Income >50% but <80% of AMI	19	5	4	5	2	3	5
Seniors	20	5	5	5	2	3	5
Families with disabilities	111	5	5	5	2	4	5
by Race/Ethnicity	White/ 450						
	Black 182						
	Hispanic 18						
	Other/ 4						

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.)

- Housing market study completed 2000
- 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

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	657		90
Extremely low income <=30% AMI	551	60%	
Very low income 30% but <=50% AMI)	79	32%	
Low income 50% but <80% AMI)	19	8%	
Families with children	341	52%	
Elderly families	20	39%	
Families with Disabilities	111	17%	
Race/ethnicity (1)	450	69%	
Race/ethnicity (2)	182	27%	
Race/ethnicity (3)	18	3%	
Race/ethnicity (4)	4	1%	
Characteristics by Bedroom Size (Public Housing Only)	220	34%	104

Housing Needs of Families on the Waiting List

R	116	18%	32
BR	71	19%	37
BR	19	3%	23
BR	14	3%	12
BR	N/A	N/A	N/A
BR	N/A	N/A	N/A

the waiting list closed (select one)? No Yes XX for Section 8 Programs

es:

How long has it been closed (# of months)? 090102

Does the PHA expect to reopen the list in the PHA Plan year? No X Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

X No 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 A. Maximize the number of affordable units available to the PHA within its current resources by:

- Utilize 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, *
- ***the above have been accomplished by adding additional maintenance staff**
- 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 ✱
 - Increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration. ✱
- ✱the above have been accomplished and increased lease up rate to 105%

- Participate in the Consolidated Plan development process to ensure coordination and input with broader community strategies. ✱ **Attended State hearing**

Strategy B: Increase the number of affordable housing units by:

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

✱ **Applied for 50 additional units**

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.
- Adopt rent policies to support and encourage work.

✱ **Ongoing**

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

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

- Employ admissions preferences aimed at families who are working .
- Adopt rent policies to support and encourage work.

Need: Specific Family Types: The Elderly

Strategy E: Target available assistance to the elderly:

- Seek designation of public housing for the elderly:
- Support agencies developing or management elderly affordable housing:
 - ★ **Ongoing**

Need: Specific Family Types: Families with Disabilities

Strategy F: Target available assistance to Families with Disabilities:

- Seek designation of public housing for singles 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.

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

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

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs.
 - ★ **This has occurred through marking the Section 8 Program newsletters and newspaper ads**

(2) Strategy :

Conduct activities to affirmatively further fair housing

- 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.
 - ★ **This has occurred through marking the Section 8 Program newsletters and newspaper ads**

(3) Strategies :

Reasons for Selecting

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

b. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Federal Grants (FY 2002/3 grants)		
a) Public Housing Operating Fund	\$241,622	
b) Public Housing Capital Fund	\$425,070	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$905,935	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$UNKNOWN	
g) Resident Opportunity and Self-Sufficiency Grants	\$0 UNKNOWN	
h) Community Development Block Grant	\$0	N/A
i) HOME		
j) TBRA Administrative Fees	\$1,500	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Comprehensive Grant Program	\$0	
2001 Public Housing Capital Fund	\$147,313	
3. Public Housing Dwelling Rental Income	\$501,880	Public Housing Operations
4. Other income (list below)		
Vending Machines	\$2,700	
Interest	\$3,000	
5. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$2,229,020	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?

- When 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?

- Rental history
- Criminal or Drug-related activity
- Housekeeping
- Past family history

c. Yes the PHA request criminal records from local law enforcement agencies for screening purposes.

d. Yes the PHA request criminal records from State law enforcement agencies for screening purposes.

e. Yes the PHA access FBI criminal records from the FBI for screening purposes. (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
 - Community-wide list

- b. Where may interested persons apply for admission to public housing?
 - PHA main administrative office
 - PHA development site management office
 - Applications may be picked up at one of the site office, 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**

N/A

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

- One

b. Yes Is this policy consistent across all waiting list types?

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

N/A

(4) Admissions Preferences

a. Income targeting:

- 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?

- Emergencies
- Medical justification
- Over housed
- Under housed
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences

1. Yes 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

- Working families and those unable to work because of age or disability
- Households that contribute to meeting income goals (broad range of incomes) .
- Households that contribute to meeting income requirements (targeting)

- Victims of reprisals or hate crimes:
- Households displaced by Disaster, Government Action.
- Victims of domestic violence :

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

2. Date and Time

1. Displacement (Disaster, Government Action, Action of Housing)
3. Working families and those unable to work because of age or disability
 1. Households that contribute to meeting income goals (broad range of incomes)
 1. Households that contribute to meeting income requirements (targeting)
2. Victims of reprisals or hate crimes
 1. Relationship of preferences to income targeting requirements:

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- 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
- Any time family composition changes
- At family request for revision
- Anytime family income changes

(6) Deconcentration and Income Mixing

- a. Yes: 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: 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?
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
Hudson Circle, Pottawatomie Ct., Baehr Pl. and Flint Hills Pl.
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
Hudson Circle, Pottawatomie Ct., Baehr Pl. and Flint Hills Pl.
- d. Yes 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?
- 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
- 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)
- List developments below:
Pottawatomie Court, Hudson Circle, Baehr Pl and Flint Hills Pl.:
- 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)

- List (any applicable) developments below:
Flint Hills Place, Pottawatomie Court, Hudson Circle and Baehr Pl.:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
 - Criminal or drug-related activity only to the extent required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Review local police records daily.
 - Review local newspaper daily.
- b. Yes Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes 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?
 - Criminal or drug-related activity
 - 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 tenant-based assistance waiting list merged ?
 - None

- b. Where may interested persons apply for admission to section 8 tenant-based assistance?
 - PHA main administrative office
 - Applications may be picked up at one of the site offices, several social services agencies throughout the community or obtained from the Internet and mailed to the Administrative Office.

(3) Search Time

- a. Yes 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

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

- b. Preferences

- 1. Yes Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)

- 2. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Households that contribute to meeting income requirements (targeting)
- Victims of reprisals or hate crimes

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
- (1) Involuntary Displacement (Disaster, Government Action)
- (1) Victims of domestic violence
- (1) Households that contribute to meeting income requirements (targeting)
- (1) Victims of reprisals or hate crimes

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

- Ability to find a unit

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)

- 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?

- The Section 8 Administrative Plan

- Briefing sessions and written materials
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
 - 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 sub-component 4A.

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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?

- \$26-\$50

2. Yes Has the PHA adopted any discretionary minimum rent hardship exemption

policies?

a. 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.

Rents set at less than 30% of adjusted income:

Yes Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

Flats Rents.

**\$150 efficiency \$200-300 (1) BR; \$250-350 (2) BR;
\$350-475 (3) BR; \$400-525 four BR;**

Ceiling Rents

**(0) -BR \$275 (1) -BR \$300 (2) -BR \$350
(3) -BR \$375 (4) -BR \$400**

c. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ

- For the earned income of a previously unemployed household member
- For increases in earned income
- For the non-reimbursed medical insurance co-payment of employed of non-disabled or non-elderly families
- Garnishments for Child Support

e. Ceiling rents

1. Do you have ceiling rents?

- Yes for all developments
2. For which kinds of developments are ceiling rents in place?
 - For all developments
 3. Select the space or spaces that best describe how you arrive at ceiling rents.
 - Market comparability study
 - Fair market rents (FMR)
 - 95th percentile rents
 - The “rental value” of the unit

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?
 - Any time the family experiences an income increase

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

(2) Flat Rents

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

- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

Because of high market rent and low occupancy rates, an exception over 110% but less than 120% FMR was granted by HUD in certain area of the city.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? **N/A**(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?

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

d. How often are payment standards reevaluated for adequacy?

- Annually

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

- a. What amount best reflects the PHA’s minimum rent?
 - \$26-\$50

- b. NO Has the PHA adopted any discretionary minimum rent hardship exemption policies?

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.

- An organization chart showing the PHA’s management structure and organization is attached.

KS063-a03 PHA’s management structure and organization Chart

-

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	262	80
Section 8 Vouchers	198	30
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section	FSS @ 26	5

8Vouchers		
Public Housing Drug Elimination Program (PHDEP)	260	N/A
Other Federal Programs	Capital Fund	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.

- Maintenance
- Public Housing Management
- Section 8 Management

(The above information is contained in the following)

- Maintenance Policy
- Admissions and Continued Occupancy
- 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. 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?

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?

- PHA main administrative office

B. Section 8 Tenant-Based Assistance

1. 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?
2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes?
 - PHA main administrative office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

- The Capital Fund Program Annual Statement is provided as an attachment :

KS063-b03 2001 Capital Fund Program Annual Statement

KS063-c03 2002 Capital Fund Program Annual Statement

(2) Optional 5-Year Action Plan

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

a. Yes: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment

KS063-d03 Capital Fund Program Five-Year Action Plan

▪

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.

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

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

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

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

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. 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

N/A 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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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 number:	KS063
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> X
4. Date this designation approved, submitted, or planned for submission:	<u>12-31-2001</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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 X 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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan

(date submitted or approved:)

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description
(Complete one for each development affected)

1a. Development name:

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

YES 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?

- 25 or fewer participants

b. PHA-established eligibility criteria

YES 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 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 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? 22 /01/92

2. Other coordination efforts between the PHA and TANF agency

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Joint administration of other demonstration program

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?

- Public housing rent determination policies have been adjusted:

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Resident Needs List	open	First come first served	Flint Hills Site Office	Both
Food Program	open	Open until empty	Breadbasket provide at elderly sites, Resident Services deliver to Family sites	Public Housing
Resident Service Staff provide information, resources, assistance and counseling.	Open	Appointments or walk-ins	Hours are posted at both site offices and there is a 24-hour answering machine for	Both

			messages	
Computer Labs	open	Time and group (children/Adults) are posted. At each lab location	Two labs for elderly/disable sites and two for Family Sites	Public Housing
Youth Programs geared toward drug and alcohol awareness	open	Open until filled	Boys & Girls Club: Resident Services Planned activities	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 11/12/02)
Public Housing	0	0
Section 8	26	17

b. Yes If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

C. Welfare Benefit Reductions

- Yes 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:
- 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

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

Community Services Policy attached number **(previously submitted)**

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- 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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

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:

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Host and Hostess Program at sits

2. Which developments are most affected?

- All Sites with special attention on Flint Hills Place

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

2. Which developments are most affected?

- Flint Hills Place and Pottawatomie

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.

❖ **Not applicable as of 2002 Discontinued**

Is the PHA eligible to participate in the PHDEP in the fiscal year
Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
This PHDEP Plan an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] (previously submitted)

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: 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: Was the most recent fiscal audit submitted to HUD?
- 3. No: Were there any findings as the result of that audit?
- 4. No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
- 5. NA: 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 X 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
3. Not applicable : 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. X Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - a. XX Provided below:
 - b. 2003 Agency Plan/Capital Fund Program Hearing: Jai explained the 2003 Agency Plan and answered Commissioner questions. The following comments were from different resident associations.
 - Resident Advisory Board
 1. Railings on patio are unstable at Apartment Towers
 2. Permanent patio furniture, such as cement seating
 3. MHA puts in fire sprinklers at the AT
 - Apartment Towers Resident Association
 4. Cement picnic table on bottom level
 5. Better security (guard or video cameras at front doors)

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.

Xx 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. 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. 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.)

❖ **the Resident Commissioner was appointed to the MHA board by the city council**

3. Description of Resident Election Process

N/A

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

INCREASE AFFORDABLE HOUSING

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

C. Other Information Required by HUD

1. Substantial Deviation and Significant Amendment or Modification

The Manhattan Housing Authority definition of a substantial deviation would be anything having a major impact on the services we provide or the solvency of this agency.

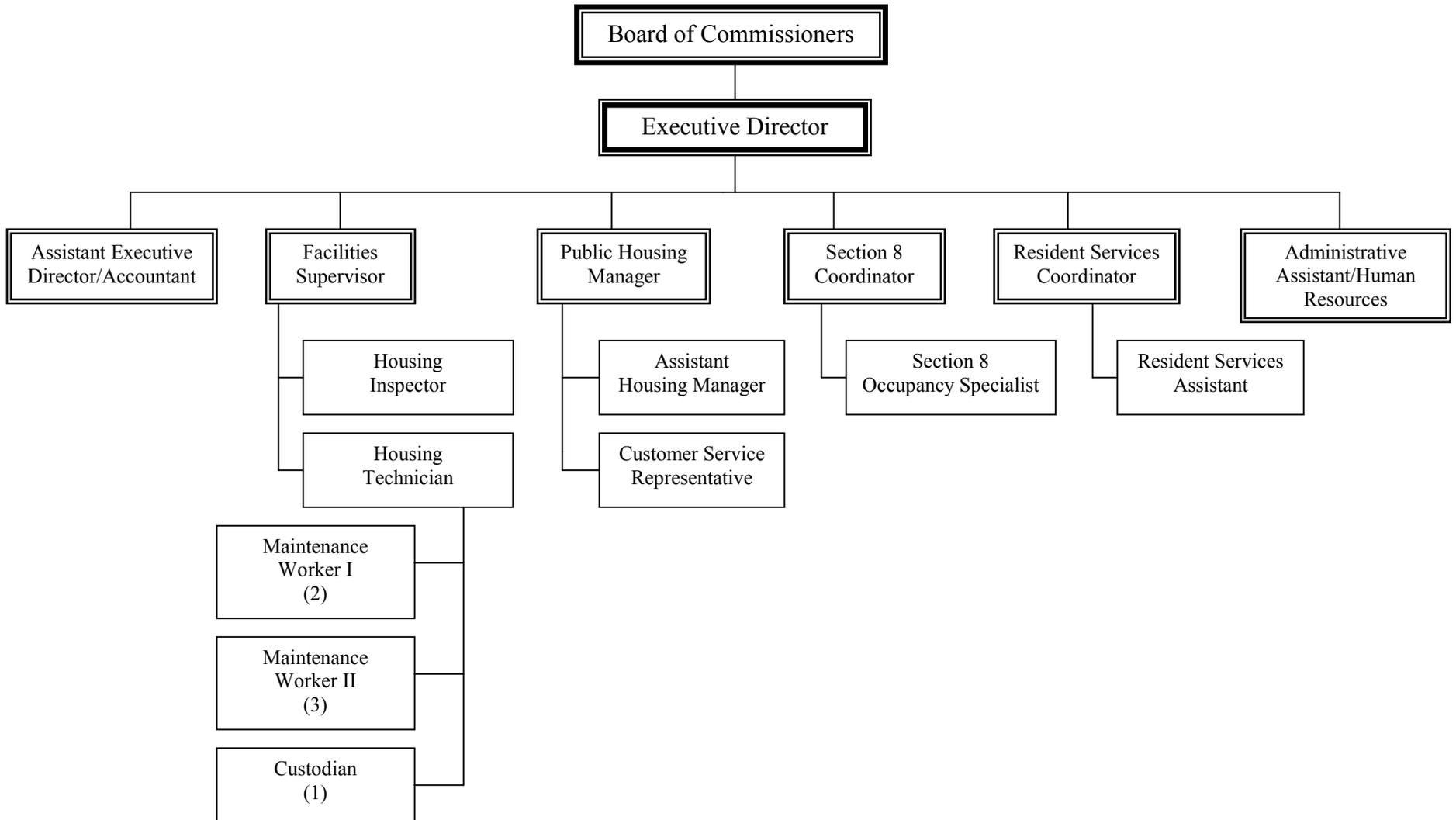
Use this section to provide any additional information requested by HUD.

Attachments

KS063-a03 PHA's management structure and organization Chart

KS063-b03 2001 Capital Fund Program Annual Statement
KS063-c03 2002 Capital Fund Program Annual Statement
KS063-d03 Capital Fund Program Five-Year Action Plan

Manhattan Housing Authority
September 2002 Attachment No. KS063a03



Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: MANHATTAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P06350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9-30-2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$122,986	\$122,986	\$75,285	\$75,285
3	1408 Management Improvements	\$90,957	\$90,957	\$30,078	\$30,078
4	1410 Administration	\$59,080	\$59,080	\$32,348	\$32,348
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$7,000	\$7,000	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$15,700	\$15,700	\$930	\$930
10	1460 Dwelling Structures	\$71,108	\$71,108	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	\$28,810	\$28,810	\$6,128	\$6,128
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$52,682	\$52,682	\$18,644	\$18,644
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$448,323.00	\$448,323.00	\$163,413.00	\$163,413.00
22	Amount of line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of line 21 Related to Section 504 compliance	\$0	\$0	\$0	\$0
24	Amount of line 21 Related to Security – Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security – Hard Costs	\$0	\$0	\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$71,008	\$71,008	\$4,143	\$4,143

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

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program Grant No: KS16P06350101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Salaries	1406	1	\$82,584	\$82,584	\$73,134	\$73,134	89%
HA-WIDE	Employee Benefits	1406	1	\$5,402	\$5,402	\$2,151	\$2,151	40%
HA-WIDE	Upgrade Staff Salaries	1406	4	\$35,000	\$35,000	\$0	\$0	0%
HA-WIDE	Salaries	1408	1	\$43,210	43,210	\$21,561	\$21,561	50%
HA-WIDE	Employee Benefits	1408	1	\$11,492	\$4,716	\$4,716	\$4,716	41%
HA-WIDE	Office Furniture	1408	As Needed	\$3,000	\$3,000	\$2,286	\$2,286	76%
HA-WIDE	Computer Upgrades	1408	9	\$31,888	\$31,888	\$965	\$965	3%
HA-WIDE	Camera Equipment	1408	2	\$1,367	\$1,367	\$550	\$550	40%
HA-WIDE	Salaries	1410	2	\$49,699	\$49,699	\$26,902	\$26,902	52%
HA-WIDE	Employee Benefits	1410	2	\$9,391	\$9,381	\$5,447	\$5,447	58%
HA-WIDE	Fees & Costs	1430		\$7,000	\$7,000	\$0	\$0	0%
KS16P063006 Apartment Towers KS16P063008 Carlson Plaza	Replace Carpet in Units	1450	As Needed	\$2,500	\$2,500	\$0	\$0	0%
KS16P063005 Flint Hills Place	Landscaping for Drainage	1450	As Needed	\$500	\$500	\$0	\$0	0%
KS16P063005 Flint Hills Place	Patch Concrete Drive to Shop	1450	As Needed	\$1,000	\$1,000	\$0	\$0	0%
KS16P063006 Apartment Towers KS16P063008 Carlson Plaza	Upgrade Lobby Furniture	1450	Lobbies Common Areas	\$8,000	\$8,000	\$800	\$800	10%

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

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program Grant No: KS16P06350101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
KS16P063005 Flint Hills Place	Add Shower Doors	1450	As Needed	\$2,500	\$2,500	\$130	\$130	5%
KS16P063005 Flint Hills Place	Replace Bathroom Flooring	1450	As Needed	\$1,200	\$1,200	\$0	\$0	0%
PHA-WIDE	Materials for Unit Turnover	1460	As Needed	\$7,500	\$7,500	\$0	\$0	0%
KS16P063006 Apartment Towers	Seal & Waterproof Building	1460	1	\$41,608	\$41,608	\$0	\$0	0%
KS16P063008 Carlson Plaza	Seal & Waterproof Building	1460	1	\$22,000	\$22,000	\$0	\$0	0%
PHA-WIDE	Replace Stoves	1465	As Needed	\$3,400	\$3,400	\$1,645	\$1,645	48%
PHA-WIDE	Replace Refrigerators	1465	As Needed	\$4,000	\$4,000	\$2,498	\$2,498	67%
KS16P063006 Apartment Towers	Lights for Battery Backup System	1465	As Needed	\$4,410	\$4,410	\$1,985	\$1,985	45%
KS16P063008 Carlson Plaza	Replace Kitchen Cabinets	1465		\$10,000	\$10,000	\$0	\$0	0%
KS16P063008 Carlson Plaza	Replace Hydraulic Valve on Elevator	1465	1	\$7,000	\$7,000	\$0	\$0	0%
PHA-WIDE	Tool Box for Maintenance Truck	1475	1	\$408	\$408	\$408	\$408	100%
PHA-WIDE	John Deere Tractor w/ Attachments	1475	1	\$15,874	\$15,874	\$15,874	\$15,874	100%
PHA-WIDE	Upgrade Existing Lawn Equipment	1475	As Needed	\$2,200	\$2,200	\$2,198	\$2,198	99%
PHA-WIDE	Push Mower	1475	1	\$500	\$500	\$0	\$0	0%
PHA-WIDE	Sidewalk Blower	1475	1	\$100	\$100	\$0	\$0	0%
PHA-WIDE	Weed Eaters	1475	2	\$300	\$300	\$0	\$0	0%
PHA-WIDE	Shop Vac	1475	2	\$600	\$600	\$0	\$0	0%

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

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program Grant No: KS16P06350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Replace Uniforms	1475	As Needed	\$2,000	\$2,000	\$164	\$164	8%
KS16P063005 Flint Hills Placd	Replace Overhead Door on Shop	1475	1	\$1,200	\$1,200	\$0	\$0	0%
KS16P063006 Apartment Towers	Replace Trash Compactor	1475	1	\$25,000	\$25,000	\$0	\$0	0%
PHA-WIDE	Replace Maintenance Truck (25%)	1475	1	\$4,500	\$4,500	\$0	\$0	0%

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Ks16P63005							
1450	6-30-03			9-30-03			
1475	6-30-02		12-31-01	9-30-02		12-30-01	
KS16P063006							
1450	6-30-03			9-30-03			
1460	6-30-03			9-30-03			
1465	6-30-02		6-30-01	9-30-02		9-30-01	
1475	6-30-02			9-30-02			
Ks16P063008							
1450	6-30-03			9-30-03			
1460	6-30-03			9-30-03			
1465	6-30-02			9-30-02			
PHA-WIDE							
1406	12-31-01		12-31-01	12-31-01		12-31-01	
1408	12-31-01	12-31-02		12-31-01	12-31-02		Extra funds from CLP to pay for Computer Upgrades
1410	12-31-01		12-31-01	12-31-01		12-31-01	
1430	6-30-03			9-30-03			
1460	12-31-01		12-31-01	12-31-01		12-31-01	
1465	3-31-03			9-30-03			
1475	12-31-02			12-31-02			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
Summary					
PHA Name: Manhattan Housing Authority		Grant Type and Number			Federal FY of Grant:
		Capital Fund Program Grant No: KS16P06350102			2002
		Replacement Housing Factor Grant No: N/A			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)					
X Performance and Evaluation Report for Period Ending: 9/30/02 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$13,606	\$83,606	\$0	\$0
3	1408 Management Improvements	\$31,547	\$31,547	\$0	\$0
4	1410 Administration	\$48,564	\$48,564	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$7,406	\$35,906	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$126,447	\$107,947	\$0	\$0
10	1460 Dwelling Structures	\$3,000	\$3,000	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	\$169,500	\$114,500	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$25,000	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$425,070	\$425,070	\$0	\$0
22	Amount of line 21 Related to LBP Activities	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:					
Summary					
PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program Grant No: KS16P06350102 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)					
X Performance and Evaluation Report for Period Ending: 9/30/02 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	\$0	\$0	\$0	\$0
24	Amount of line 21 Related to Security – Soft Costs	\$2,500	\$2,500	\$0	\$0
25	Amount of Line 21 Related to Security – Hard Costs	\$10,000	\$10,000	\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$14,500	\$4,500	\$0	\$0

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Manhattan Housing Authority			Grant Type and Number Capital Fund Program Grant No: KS16P06350102 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Salaries	1406	12 Mos.	\$10,975	\$75,975	\$0	\$0	
HA-Wide	Employee Benefits	1406	12 Mos.	\$2,631	\$7,631	\$0	\$0	
HA-Wide	Salaries	1408	12 Mos.	\$14,532	\$14,532	\$0	\$0	
HA-Wide	Employee Benefits	1408	12 Mos.)	\$3,303	\$3,303	\$0	\$0	
HA-Wide	Computer Upgrades	1408	12 Mos.	\$10,212	\$10,212	\$0	\$0	
HA-Wide	Purchase Laptop Computer	1408	1	\$3,500	\$3,500	\$0	\$0	
HA-Wide	Salaries	1410	2	\$39,885	\$39,885	\$0	\$0	
HA-Wide	Benefits	1410	2	\$8,679	\$8,679	\$0	\$0	
HA-Wide	Architect/Engineering Fees	1430	1	\$7,406	\$35,906	\$0	\$0	
KS16P063005 Flint Hills Place	Add Shower Doors	1450	20	\$2,500	\$2,500	\$0	\$0	
KS16P063005 Flint Hills Place	Replace Bathroom Floors With 1-piece Linoleum	1450	20	\$1,200	\$1,200	\$0	\$0	
KS16P063005 Flint Hills Place	Grade for Drainage and Re-Seed Grass	1450	N/A	\$500	\$500	\$0	\$0	
KS16P063005 Flint Hills Place	Extend Main Sewer Line & Clean to Ground Grade	1450	1	\$12,000	\$12,000	\$0	\$0	
KS16P063005 Flint Hills Place	Replace Sidewalk for Improved Drainage	1450	As Needed	\$12,000	\$12,000	\$0	\$0	
KS16P063005 Flint Hills Place	Add 1 Dumpster Pad & Rebuild Existing	1450	3	\$10,000	\$1,500	\$0	\$0	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Manhattan Housing Authority			Grant Type and Number Capital Fund Program Grant No: KS16P06350102 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
KS16P063005 Flint Hills Place	Repair Concrete Drive & Repair Rear Parking Lot	1450	As Needed	\$16,000	\$16,000	\$0	\$0	
KS16P063008 Carlson Plaza	Replace All Kitchen Cabinets	1450	47	\$60,247	\$62,247	\$0	\$0	
KS16P063005 Flint Hills Place	Replace Bottom Half Down Spouts	1460	60	\$3,000	\$3,000	\$0	\$0	
KS16P063006 Apartment Towers	Replace Door Locks with Removable Core Lock	1465	88	\$10,000	\$10,000	\$0	\$0	
KS16P063006 Apartment Towers	Replace Elevator Control Panel With Computerized Panel	1465	2	\$100,000	\$100,000	\$0	\$0	
KS16P063008 Carlson Plaza	Replace All Carpet in Units and Common Areas	1450	47+	\$10,000	\$0	\$0	\$0	
KS16P063008 Carlson Plaza	Fence in Condensing Unit	1450	1	\$2,000	\$0	\$0	\$0	
KS16P063008 Carlson Plaza	Replace Elevator Control Panel with Computerized Panel	1465	1	\$55,000	\$0	\$0	\$0	
KS16P063010 Hudson & Pott Ct	Replace Bathroom Lighting	1465	47	\$4,500	\$4,500	\$0	\$0	
KS16P063008 Carlson Plaza	Replace Trash Compactor	1475	1	\$25,000	\$0	\$0	\$0	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Manhattan Housing Authority			Grant Type and Number Capital Fund Program Grant No: KS16P06350102 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule								
PHA Name: Manhattan Housing Authority			Grant Type and Number Capital Fund Program No: KS16P06350102 Replacement Housing Factor No: N/A			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program No: KS16P06350102 Replacement Housing Factor No: N/A				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	12-31-2003						
KS16P063005	12-31-2003						
KS16P063006	3-31-2004						
KS16P063008	9-30-2003						
KS16P063010	6-30-2003						

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

2003

ESTIMATED

URGENCY/

ITEM DESCRIPTION COST NEED

• **APARTMENT TOWERS (KS063006)**

• Install ceiling fans with lights	\$ 20,000	5
• Replace quarry tile in lobby	8,000	4
• Replace all thermostats	29,700	3
• Replace kitchen cabinets & bath vanities	70,400	2
• Replace all countertops	8,800	2
• Update elevator control panel with computerized panel	100,000*	1
• Boiler room safety devices and timer on motor for DC system	5,000	5
• Reinsulated pipes	12,000	5
• Replace all drapery in building	26,000*	1
• Strip and refinish apartment doors and add kick plates	8,800	2
• Replace door locks with removable core locks	10,000*	1
* Add hallway fire sprinkler system	300,000	3
* Replace all windows	250,000	5
* Replace domestic water shut off valves and rebuild main	16,000*	2
* Replace all exhaust fan motors	12,000	4
Install Entrance doors	1,6000	2

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

BAEHR PLACE (KS063007)

• A/ C cover all outside C condensing units	2,500	1
• Replace kitchen cabinets & bath vanities	40,000	2
• Replace bathroom sinks	2,400	2
• Replace bathtubs, add showers & tub surrounds	25,000	2
• Replace second floor underlay & re-tile	20,000	3
• Replace first floor tile	10,000	3
• Replace all light fixtures	4,000	3
• Replace kitchen sinks	4,750	3
* Replace medicine cabinets	2,500	3
• Install Automatic sprinkler system	14,000	5
• Replace smoke detectors, carbon monoxide detector	1,300	2
• Termite treatment of all buildings over 30 years old	12,000	1
• Repair sidewalk	8,000	1
• Seal parking lot	12,000	5

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

CARLSON PLAZA (KS063008)

• Replace all kitchen cabinets (10,000 top cabinets 2001)*	70,000	1
• Install grab bars	6,675	2
• Replace 3-way valves/orifices in furnace system	25,000	4
• Replace trash compactor	25,000	1
• Replace all carpet	45,000	1
• Fence in A/C condensing unit	2,000	2
• Replace electric ranges	14,000	2
• Replace elevator controls with computerized panel	55,000	1
• Strip & refinish all apartment doors & add kick plates	4,700	3
• Replace door lock system with removable core system	7,000	1
• Replace all drapery in building	26,000	1
• Sidewalk replacement	12,000	1
• Replace circular lights in all hallways	3,000	2
• Add hallway building sprinkler system	150,000	4
• Change furnace and AC controls to automatic	10,000	2
• Replace domestic water shut off valves	12,000	4
• Replace exhaust fan motors	6,000	4
• Re place all windows	150,000	5
• Resurface parking lot	25,000	3

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

FLINT HILLS PLACE (KS063005)

• 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 bathtubs & rework ceramic wall	12,000	5
• Replace bathroom sinks	3,500	5
• Texture (orange peel) all walls and paint	18,000	4
• Install outside seating	8,500	2
• Install shade trees	10,000	5
• Extend main sewer and clean to ground grade	12,000	1
• Fence in patios	25,000	5
• Sidewalk replacement for proper drainage	12,000	1
• Remove old basketball court & install new	10,000	5
• Add small laundry mat (6 washers & dryers)	50,000	4
• Rebuild mailbox building	20,000	5
• Rebuild old trash dumpster	10,000	2
• Repair concrete drive to shop and back parking lot	16,000	3
• Replace dryer vents	2,000	3
• Add door bells	12,000	5
• Replace porch lighting*	4,500*	1
• Landscaping	15,000	1
• Install new storm doors (front & back)	15,500	2
• Replace all clotheslines	9,000	5
• Install bike racks	1,500	2
• Replace smoke detectors, carbon monoxide detectors	6,600	2

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

HUDSON CIRCLE & POTTAWATOMIE COURT (KS063010)

• Replace sink faucets in bathroom	\$ 6,000	2
• Install mailbox shelter	12,000	2
❖ Install playground equipment	45,000	1
• Add shade trees	13,125	5
• Cover outside A/Ccondensing units	5,000	2
• Replace hot water heaters	14,100	4
• Replace kitchen faucets	7,540	3
• Replace bifold closet doors	10,500	1
• Install new tub surrounds	8,400	2
• Replace electric ranges with self-cleaning electric ranges	14,100	1
• Replace Heating and AC systems	141,000	2
• Paint siding and trim	45,000	1
• Replace refrigerators	20,000	4
• Add Storm shelters	27,000	1

**Manhattan Housing Authority KS063-d03
FIVE-YEAR CAPITAL FUND IMPROVEMENTS PLAN**

MANAGEMENT IMPROVEMENTS

• Replace maintenance trucks (2)	\$ 38,000	1
• Laptop computer	3,500	2
• Replace AC testing	3,000	3
• PowerPoint/ Overhead projector 2000		2