

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

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011

Annual Plan for Fiscal Year 2007

Junction City Housing Authority
1202 Country Club Lane
Junction City, KS 66441

VERSION 2 (11/24/06)

**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: Junction City Housing Authority **PHA Number:** KS105

PHA Fiscal Year Beginning: (mm/yyyy) 01/01/2007

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 118
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 71

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2007 - 2011
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ***Increase efficiency of daily operations, occupancy rates and collections***
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan
- Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Junction City Housing Authority is committed to providing decent, safe and affordable housing to the low-income population of the community.

The current Executive Director was hired in October of 2005 as Interim Executive Director, and permanently January 1, 2006. According to a Consolidated Review performed by HUD in 2006, the JCHA has made great progress in correcting audit findings and bringing the agency into compliance with Department of Housing and Urban Development regulations and guidelines.

Quarterly reporting is currently a requirement for the JCHA as a result of the MOA required by the Troubled Status designation; however, it is anticipated that with the release of the 2006 PHAS score, the JCHA will be released from the MOA. The FYE 12/31/2005 Independent Audit revealed no significant findings.

Staff has been added to the JCHA in 2006 to increase the efficiency of day-to-day operations; additionally, software has been purchased that will assist administration in meeting the requirements of the agency.

The JCHA's financial status is excellent condition; in 2006, the Dotson Day Care Center's disposition was finalized and sold for \$400,000, bolstering the Operating Reserves for JCHA. Also, JCHA's Operating Fund will increase as a result of the revised formula. JCHA will not implement Project Based Accounting.

Due to staff efforts and diligence, The vacancy rate for JCHA has decreased from 18% in October 2005 to 5% as of September 15, 2006.. This, along with review, revision and enforcement of policies and procedures has also provided additional program revenue for JCHA.

Staff training has been a priority, and will continue to be a priority to ensure compliance in all program areas.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2007 Capital Fund Program Annual
- Most recent board-approved operating budget (**KS105a01**)
(Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (**KS105b01**)
- List of Resident Board Member (**KS105c01**)
- Community Service Description of Implementation (**K105d01**)
- Information on Pet Policy (**KS105f01**)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart (*KS105g01*)
- FY 2007 Capital Fund Program 5 Year Action Plan (*KS105h01*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Minimum Rent Harship Exemptions (Attachment No. KS105e01)
Capital Fund Annual Statements, 2005-2006 (Attachment No. KS105i01)

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 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
	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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	543	5	5	4	4	5	4
Income >30% but <=50% of AMI	614	4	3	3	3	4	3
Income >50% but <80% of AMI	1,125	3	2	2	2	3	2
Elderly		4	2	3	3	3	3
Families with Disabilities		4	3	3	5	3	3
Race/Ethnicity WHITE	4,595	3	2	3	4	3	3
Race/Ethnicity BLACK	1,895	2	3	3	4	3	4
Race/Ethnicity ASIAN	207	1	2	3	2	3	4
Race/Ethnicity HISPANIC	483	3	3	3	3	3	4
Race/Ethnicity OTHER	86	2	3	3	4	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	68		15
Extremely low income <=30% AMI	49	72%	
Very low income (>30% but <=50% AMI)	14	21%	
Low income (>50% but <80% AMI)	5	7%	
Families with children	59	87%	
Elderly families	4	6%	
Families with Disabilities	8	12%	
Race/ethnicity WHITE	30	44%	
Race/ethnicity BLACK	36	53%	
Race/ethnicity ASIAN	1	1.5%	
Race/ethnicity OTHER	1	1.5%	
Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	Annual Turnover
1BR	9	13%	5
2 BR	35	51%	2
3 BR	16	24%	5
4 BR	8	12%	3
5 BR	0	0	0
5+ BR	0	0	0

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? **4**

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	120		20
Extremely low income <=30% AMI	72	60%	
Very low income (>30% but <=50% AMI)	37	31%	
Low income (>50% but <80% AMI)	35	29%	
Families with children	100	83%	
Elderly families	6	.5%	
Families with Disabilities	6	.5%	
Race/ethnicity WHITE	13	11%	
Race/ethnicity BLACK	64	53%	
Race/ethnicity ASIAN	1	1%	
Race/ethnicity OTHER	42	35%	

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? **4**

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? 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 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	\$115,116	
b) Public Housing Capital Fund (2007)	\$169,216	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$265,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2005 Capital Fund Program	\$121,218	Modernization
2006 Capital Fund Program	\$169,216	Modernization
3. Public Housing Dwelling Rental Income		
2007 Estimated	\$275,000	Operations
4. Other income (list below)		
Late Fees, Work Orders, Fogerty House	\$82,380	Operations
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$1,197,146	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

Other (describe)

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

d.

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- f.
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

- ***Reasonable Accommodations***
- ***Market Conditions***

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: *See Attachment KS105i01*

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 Other (list below)
• ***Any time a change in household composition occurs***

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
(See Attachment KS105i01)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (*Attachment No. KS105g01*)

- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	113	15
Section 8 Vouchers	51	23
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Program Name	Units or Families Served at Year Beginning	Expected Turnover
Other Federal Programs(list individually)	0	0

C. Management and Maintenance Policies

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

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

- *Admissions and Continued Occupancy Policy*
- *Maintenance Plan*

(2) Section 8 Management: (list below)

- *Administrative Plan*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

**Capital Fund Program Annual Statement
Parts I, II, and II**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: (10/01/2007)

Original Annual Statement

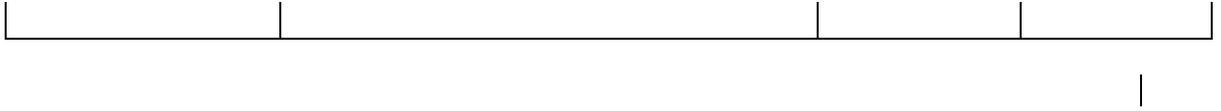
Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$33,843
3	1408 Management Improvements	\$10,000
4	1410 Administration	\$0.00
5	1411 Audit	\$1,000
6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$5,000
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$5,373

10	1460 Dwelling Structures	\$84,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$10,000
12	1470 Nondwelling Structures	\$10,000
13	1475 Nondwelling Equipment	\$10,000
14	1485 Demolition	\$0.00
15	1490 Replacement Reserve	\$0.00
16	1492 Moving to Work Demonstration	\$0.00
17	1495.1 Relocation Costs	\$0.00
18	1498 Mod Used for Development	\$0.00
19	1502 Contingency	\$0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$169,216.00
21	Amount of line 20 Related to LBP Activities	\$0.00
22	Amount of line 20 Related to Section 504 Compliance	\$0.00
23	Amount of line 20 Related to Security	\$0.00
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00

|

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-Wide	Operations	1406	\$33,843
PHA-Wide	1) Training 2) Computer Hardware/Software Upgrades	1408	\$10,000
PHA-Wide	CFP Portion of Annual Audit	1411	\$1,000
PHA-Wide	A/E Fees & Costs	1430	\$5,000
PHA-Wide	Landscaping	1450	\$5,373
KS1050001	1) Roof Replacement 2) Exterior Painting	1460	\$84,000
PHA-Wide	Replace Appliances as Needed	1465.1	\$10,000
PHA-Wide	1) Replace/Repair Admin Office Roof 2) Paint Admin Office Exterior	1470	\$10,000
PHA-Wide	Maintenance Tools	1475	\$10,000
	Total		\$169,216



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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA-Wide	06-30-2009	12-31-2009
KS1050001	06-30-2009	12-31-2009

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as *Attachment KS105h01*

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

Conversion of Public Housing Activity Description, Con't.

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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 No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

- b. Yes No: 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?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) ***All Board members are appointed by the Mayor***

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.
 - ***Increase Affordable Housing options in the community***
- Other: (list below)

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

- ***Increase Affordable Housing options in the community***

D. Other Information Required by HUD

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

Definition for Substantial Deviation for the Junction City Housing Authority for 2006 Annual Plan

The Junction City Housing Authority will consider the following to be significant amendments or modifications:

- 1) Changes to rent or admissions policies or organization of the waiting list;
- 2) Additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund in excess of \$10,000 cumulative over any twelve-month period.
- 3) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Attachments

Attachment	Attachment Number
Most Recent Approved Operating Budget (2006)	KS105a01
Resident Advisory Board Member Roster	KS105b01
Resident Board Member Roster	KS105c01
Community Service Policy	KS105d01
Minimum Rent Hardship Exemption Policy	KS105e01
Pet Policy	KS105f01
Organizational Chart	KS105g01
Capital Fund Program 5-Year Action Plan	KS105h01
Capital Fund Program Performance and Evaluation Reports for KS16P105501-04 and 501-05 Capital Fund Annual Statements (2005-2006)	KS105i01

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2007 OPERATING BUDGET

The 2007 Operating Budget is not in electronic format and will therefore be submitted via hard copy with the Board Resolution and Certifications.

A revised 2006 operating budget was passed on November 9th 2006 by resolution 2006-1109C. A hard copy was sent to the HUD field office.

JUNCTION CITY HOUSING AUTHORITY
RESIDENT ADVISORY BOARD

President

Eleanor Waller
1202 Country Club Lane G-1
Junction City, KS 66441

Vice President

Lana Watkins
#F-2

Treasurer

Patty Hammond
#G

**JUNCTION CITY HOUSING AUTHORITY
BOARD MEMBERS**

Brad Scholz
822 N Garfield
Junction City, KS 66441

Shawn Brandmahl
1539 Tamerisk Dr.
Junction City, KS 66441

Mike Rhodes
624 Crest View Dr.
Junction City, KS 66441

Cecil Aska
302 N Kiowa
Junction City, KS 66441

Betsy Waller **Resident**
1202 Country Club Lane #G1
Junction City, KS 66441

JUNCTION CITY HOUSING AUTHORITY HUD COMMUNITY SERVICE PROGRAM

I. BASIC INFORMATION

A. INTRODUCTION

These policies and procedures relate to the operation of the HUD Community Service Program sponsored by the Junction City Housing Authority (JCHA).

B. PARTICIPATION GUIDELINES

With the exceptions listed below, all adult residents of a JCHA Public Housing complex must contribute at least 8 hours of volunteer community service per month, or participate in a self-sufficiency program for at least 8 hours per month. Residents are exempt from this HUD community service requirement if they are: 62 years of age or older;

- Blind or have a disability, and because of this cannot comply with the service provisions of this Program;
- Serve as an aide for a blind or disabled person;
- Engaged in work or preparation for work activities;
- Participating in a State welfare to work program; and/or,
- Receiving state assistance under Title IV of the Social Security Act.

C. WHAT IS WORK OR PREPARATION FOR WORK

Persons who are working and/or are engaged in preparation for work 40 hours or more per month meet the work/preparation for work requirement.

Work and/or preparation for work include any of the following in any combination:

1. Unsubsidized employment;
2. Subsidized private-sector employment;
3. Subsidized public-sector employment;
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job-training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and;
12. The provision of childcare services to an individual who is participating in a community service program.

D. WHAT IS “COMMUNITY SERVICE”

According to HUD:

“Community service is the performance of voluntary work or duties that are of public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.”

E. WHAT IS NOT “COMMUNITY SERVICE”

Working on or in any way improving the quality or appearance of one's own apartment or the apartment of an immediate family is not community service. Community service is not being paid to provide a service, and it is not religious or political activities.

F. TIMELINESS

Eligible residents must contribute at least 8 hours of community service work each month, participate in a self-sufficiency program for at least 8 hours each month, or have a combination of the two that equals at least 8 hours each month. Hours cannot be carried over from one month to the next. (If a resident volunteers 9 hours one month he or she must still volunteer 8 hours the next month. The “extra” hour from the previous month cannot be carried over.) Eligible residents must complete at least 96 community service and/or self-sufficiency hours in any twelve month lease period.

G. COMPLIANCE

JCHA will verify compliance with HUD community service requirements as a part of a household's annual recertification. Compliance will be defined as having contributed at least 8 community service and/or self-sufficiency hours for every

full month since a previous certification or recertification, regardless of the length of time involved.

For example, a household that is certified on November 15, 2003 and recertified on October 20, 2004 will need to have contributed at least 8 hours of community service and/or engaged in 8 hours of self-sufficiency activities in each of the 10 months of the period from December 1, 2002 through September 31, 2003. Similarly, a household certified on November 15, 2003 and recertified on December 5, 2004 will need to have contributed at least 8 hours of community service and/or engaged in 8 hours of self-sufficiency activities in each of the 11 months from December 1, 2003 through November 30, 2003.

Eligible residents not in compliance with HUD community service requirements at recertification will be offered the opportunity to enter into a written agreement to cure non-compliance. Leases will be renewed for a 12 month period in any situation in which successful completion of such an agreement will cure non-compliance. Failure to make up required volunteer hours in the 12 month term of the new lease will result in non-renewal of the lease.

Failure to comply with HUD community service requirements is grounds for non-renewal of the lease. Any resident who wants to contest a non-renewal of lease decision may do so using JCHA's grievance process and/or may seek any available judicial remedy.

II. JCHA COMMUNITY SERVICE OPPORTUNITIES

A. ELIGIBLE ACTIVITIES

All programs and activities sponsored by JCHA Resident Organizations are eligible community service opportunities.

B. PROCEDURES FOR JCHA RESIDENT ORGANIZATIONS AND VOLUNTEERS

To receive credit for volunteer hours contributed to a Resident Organization program or activity, volunteers and Resident Organizations must do the following:

- **Volunteers must sign a hold harmless agreement (Form 1).**
- **Volunteers must submit documentation for volunteer time worked to the Resident Organization for approval (Form 2).**
 - A Resident Organization official must verify the volunteer hours worked (Form 2).

(Note: No official of a Resident Organization may verify his/her volunteer hours worked and/or volunteer hours worked by members of his/her immediate family.)

- The volunteer must report the total number of his/her approved volunteer hours to JCHA no less than monthly.

C. APPEALS

An attempt will first be made to resolve any dispute within the Resident Organization in which it arises. A dispute that cannot be resolved at this level will be brought to the JCHA Director or his/her designee for a decision. Any decision will be final. Matters subject to JCHA's grievance procedure will be handled through that process.

II. OTHER COMMUNITY SERVICE OPPORTUNITIES

A. ELIGIBLE ACTIVITIES

Programs and activities sponsored by local groups and organizations may represent volunteer community service opportunities.

B. PROCEDURES FOR OTHER ORGANIZATIONS

To receive credit for volunteer hours contributed to a group or organization, individual volunteers and the group of organization must do the following.

- Agree to use a formal procedure to track volunteer time.
- Volunteers must submit documentation for volunteer time earned to the organization for approval.
- An Organization official must verify the volunteer hours worked.
(Note: No official may verify his/her volunteer hours worked and/or volunteer hours worked by members of his/her immediate family.)
- The volunteer must report the total number of his/her approved volunteer hours to JCHA no less than monthly.

C. APPEALS

An attempt will be made to resolve any dispute within an organization in which it arises. A dispute that cannot be resolved at this level will be brought to the JCHA Director or his/her designee for a decision. Any decision will be final. Matters subject to JCHA's grievance procedure will be handled through that process.

III. SELF-SUFFICIENCY PROGRAMS

A. ELIGIBLE ACTIVITIES

Residents may meet HUD community service volunteer requirements by participating in a self-sufficiency program sponsored by the State Department of Social and Rehabilitation Services (SRS), JCHA, or, another agency or organization.

B. PROCEDURES FOR PARTICIPANTS

To receive credit for volunteer participation in a self-sufficiency program a resident and a self-sufficiency program official must do the following.

- The volunteer must complete the self-sufficiency program application process.
- The volunteer must submit documentation for self-sufficiency time spent to a designated case worker.
- The case worker must verify the volunteer hours worked.
- The volunteer must report the total number of his/her approved volunteer hours to JCHA no less than monthly.

C. PROGRAM MANAGEMENT

JCHA staff will provide self-sufficiency program opportunities, and approve economic self-sufficiency program opportunities provided by SRS and other agencies and organizations. Residents may meet the volunteer community service requirement by enrolling in a self-sufficiency program for which they qualify. The program operator must agree to provide JCHA documentation of participation.

D. APPEALS

An attempt will first be made to resolve any dispute at the level it arises. A dispute that cannot be resolved at this level will be brought to the JCHA Director or his/her designee for a decision. Any decision will be final. Matters subject to JCHA's grievance procedure will be handled through that process.

THE JUNCTION CITY HOUSING AUTHORITY
1202 Country Club
Junction City, KS

HUD VOLUNTEER COMMUNITY SERVICES PROGRAM

HOLD HARMLESS AGREEMENT

I, _____, (typed or printed name)
hereby agree that when I am doing volunteer work on Junction City
Housing Authority (JCHA) property as part of the HUD Community
Services Program I will:

1. Use any materials, equipment or tools provided by JCHA or a Resident Organization for intended purposes and in a safe manner; and,
2. Save, indemnify, and hold harmless JCHA and its agents, contractors and volunteers from any and all liability that may arise in connection with my participation in this Program.

I have read and agree with the above terms and conditions.

Signature _____ Date _____

Attest:

JCHA Staff Member _____ Date _____

THE JUNCTION CITY HOUSING AUTHORITY
1202 Country Club
Junction City, KS

HUD COMMUNITY SERVICE REQUIREMENT

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

I do not have to participate in the HUD Community Services Program for the following reason or reasons: (Check all that apply.)

- I am 62 years of age or older;
- I am blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(8)(1); 1382c) and certify that because of this disability I am unable to comply with the service provisions;
- I serve as a primary caretaker for a blind or disabled person;
- I spend at least 40 hours per month engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below: (Circle what applies.)

1. Unsubsidized employment;
2. Subsidized private-sector employment;
3. Subsidized public-sector employment;
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
5. On-the-job-training;
6. Job-search and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to any individual);
9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and
12. The provision of childcare services to an individual who is participating in a community service program.

I am participating in a State welfare to work program; and or

I am receiving assistance under a State program funded under Title IV of the Social Security Act.

APPLICANT CERTIFICATION

I certify that the information provided herein to the Junction City Housing Authority is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are

punishable under Federal law. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Printed Name

Address

Signature

Date

Housing Specialist

Date

THE JUNCTION CITY HOUSING AUTHORITY
1202 Country Club Lane
Junction City, KS

HUD COMMUNITY SERVICE REQUIREMENT

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

I do have to participate in the HUD Community Services Program because I do not meet any of the following criteria:

- I am not 62 years of age or older;
- I am not blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(8)(1); 1382c) and certify that because of this disability I am unable to comply with the service provisions;
- I do not serve as a primary caretaker for a blind or disabled person;
- I do not spend at least 40 hours per month engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:
 1. Unsubsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 5. On-the-job-training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient which has not completed secondary school or received such a certificate; and
 12. The provision of childcare services to an individual who is participating in a community service program.
- I do not participate in a State welfare to work program; and/or
- I am not receiving assistance under a State program funded under Title IV of the Social Security Act.

I understand that I have to participate by contributing at least 8 hours of volunteer community service each month. If I do not participate, I understand that JCHA has the option of not renewing my lease.

Printed Name

Address

Signature

Date

Housing Specialist

Date

THE JUNCTION CITY HOUSING AUTHORITY
1202 Country Club Lane
Junction City, KS

HUD COMMUNITY SERVICE REQUIREMENT

By federal law, with some exceptions, Public Housing residents must participate in eight hours of community service or economic self-sufficiency activities every month.

Residents are exempt from this community service requirement if they are:
62 years of age or older;
Blind or have a disability;
Serve as an aide for a blind or disabled person;
Employed;
Participating in a State welfare to work program; and or
Receiving assistance under a State program funded under Title IV of the Social Security Act.

I have a disability and, therefore, I have to make the decision if I qualify for the exemption from this requirement.

If you think you cannot meet the requirement to do eight (8) hours of volunteer work every month because of your disability, check the "NO" box below.

If you think you can meet the requirement of this Program to do eight (8) hours of volunteer work every month, check the "YES" box below.

NO. I cannot do eight (8) hours of volunteer work every month as the Program requires.

YES. I can do eight (8) hours of volunteer work every month as the Program requires.

APPLICANT CERTIFICATION

I certify that the information provided herein to the Junction City Housing Authority is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under Federal law. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Printed Name

Address

Signature

Date

Housing Specialist

Date

Note: Volunteer applicants may have to complete an application, interviewing and training process with some agencies

Financial Hardship Exemption

JCHA will grant a financial hardship exam under the following circumstances:

- (i) When the family lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the immigration and Nationality Act who would be entitled to public benefits for title IV of the Personal responsibility and Work Opportunity Act of 1996.
- (ii) When the family would be evicted because it is unable to pay the minimum rent;
- (iii) When the income of the family has decreased because of changed circumstances, including loss of employment; and,
- (iv) When a death has occurred in the family.
- (v) JCHA will not consider any other circumstances except those listed above.

If a family requests a financial hardship exemption, JCHA will suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption until JCHA determines whether there is a qualifying financial hardship, and whether such hardship is temporary or long term.

If JCHA determines that a qualifying financial hardship is temporary, JCHA will not impose the minimum rent during the 90-day period beginning the month the following the date of the family's request for a hardship exemption. At the end of the 90-day suspension period, JCHA will reinstate the minimum rent from the beginning of the suspension. The family must be offered a reasonable repayment agreement, per terms and conditions established by JCHA, for the amount of back rent owed by the family.

If JCHA determines there is no qualifying financial hardship exemption, JCHA will reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by JCHA.

If JCHA determines a qualifying financial hardship is long term, JCHA will exempt the family from the minimum rent requirements so long as such hardship continues. Such exemption shall apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The financial hardship exemption only applies to payment of the minimum rent and not to the other elements used to calculate the total tenant payment.

RESOLUTION NO 20050 1208B
Policies Relating to Common Household Pets

BE IT RESOLVED by the Board of Commissioners of the Junction City Housing Authority (JCHA) that the following common household pet policy is established for all JCHA complexes and units. This policy replaces all previous JCHA policies relating to this subject.

A. General

A common household pet is defined as a dog, cat, bird, reptile, rodent, fish or turtle.

JCHA will offer housing to pet owners and/or to tenants who acquire pets under the terms and conditions described below.

Note: These policies do not apply to animals that assist persons with disabilities. JCHA policies regarding companion animals and service animals are included in separate resolutions.

B. JCHA Obligations

1. JCHA will issue and enforce rules relating to tenant ownership and the care of pets.
2. JCHA will NOT provide containers for the deposit of pet waste.
3. JCHA will NOT register a pet if (a) it is not a common household pet, (b) keeping the pet will violate any JCHA pet rule, (c) the pet owner fails to provide and/or update complete pet registration information, (d) JCHA reasonably determines that a pet owner will be unable to comply with JCHA pet rules and related lease obligations.

C. Tenant Obligations

1. Pet owners must comply with all City and JCHA rules and regulations relating to the ownership and care of pets.
2. Pet owners are liable for any and all damages resulting from pet ownership including bodily harm to individuals and damages to housing authority buildings and property.
3. Pet owners must pay an additional security deposit for pets as specified in the standard JCHA/Tenant lease. This pet security deposit will be equal to one-half of the regular security deposit for the unit or \$100 which ever is higher. (Note: this security deposit requirement does not apply in the case of tenants who utilize companion or service animals.)
4. Pet owners must have pets under effective control while in their unit and must have them on a leash and under effective control in common areas of JCHA buildings and on JCHA property outside JCHA buildings.
5. Pet owners must register pets with JCHA before the animal is brought onto JCHA premises and on or before September 1 of each year thereafter. Persons who have unregistered pets must register them within 30 days of the date of the adoption of this resolution and then on or before September 1 of each year thereafter.

6. As part of the annual registration process pet owners must provide (a) a certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law and that it is spayed or neutered if it is a cat or dog, (b) information or a photograph sufficient to demonstrate that the animal is a common household pet, (c) proof that the animal is properly licensed, and, (d) the name, address, and telephone number of one or more responsible persons who will take care of the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.
7. Pet owners must sign a statement indicating that they have read and will abide by the terms of this Resolution and JCHA pet rules.

D. Rules

The following rules apply to pet ownership by JCHA tenants.

1. Type, number and size

The number of pets by type that a tenant can have is limited as follows:

- 1 dog; or, *NO PIT BULL Breeds Allowed
- 1 cat; or,
- 2 rodents; or
- 2 reptiles; or
- 2 birds; or
- 2 turtles; or
- 1 20 gallon aquarium of fish.

Dogs and cats cannot weigh more than 16 pounds. Birds may not be more than 12 inches tall. Reptiles may not be more than 3 feet in length. The breed of dog accepted or denied will be at the sole discretion of JCHA

2. Care of animals

All pets must be kept free from fleas, ticks, vermin and disease.

Pet owners exercising pets on JCHA property must do so only in areas designated by JCHA for this purpose. Pet owners must promptly remove and properly dispose of all removable pet waste. Pet owners will be charged \$5.00 for the first occurrence and \$10 per occurrence thereafter when JCHA staff must remove pet waste from JCHA premises.

In the case of cats and other pets using litter boxes pet owners must change the litter at least once a week or more often if necessary. Pet waste and used litter must be sealed in plastic and promptly deposited outside in designated containers. Bird cages must be cleaned at least once a week and more often if necessary, and loose seed must be cleaned up promptly.

City authorities will be notified if a pet is left unattended for 24 hours or more, and the pet may be removed from JCHA premises.

Pets may not be tied, chained or otherwise confined outside anywhere on JCHA property.

3. Courtesy to other tenants and to JCHA staff

JCHA will terminate the registration for any pet that disturbs other residents or JCHA staff by barking scratching, whining or by making other unusual noises or engages in any form of threatening behavior.

No pets of visitors are allowed in JCHA units or on JCHA premises.

Pet owners may not in any way alter an apartment unit or the area outside a unit to accommodate a pet.

E. Non-Compliance

In the case of any animal owned by a tenant in violation of these policies and rules as of the date of their adoption, the tenant and JCHA will develop and sign a written agreement within 30 days of adoption of this resolution that specifies how and when the tenant will come into compliance. Thereafter, unregistered pets must be removed from JCHA property within 24 hours.

Failure to comply with JCHA pet policies and rules will result in JCHA serving a written notice of violation on the tenant. This written statement will:

- A) Contain a brief statement of how and what respects a rule has been violated;
- B) State that the owner has 10 days from the date of service to correct the violation including, if appropriate, removal of the animal or to make a written request for a meeting;
- C) State that the owner is entitled to be accompanied by a person of his/her choice at the meeting;
- D) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the owner's tenancy.

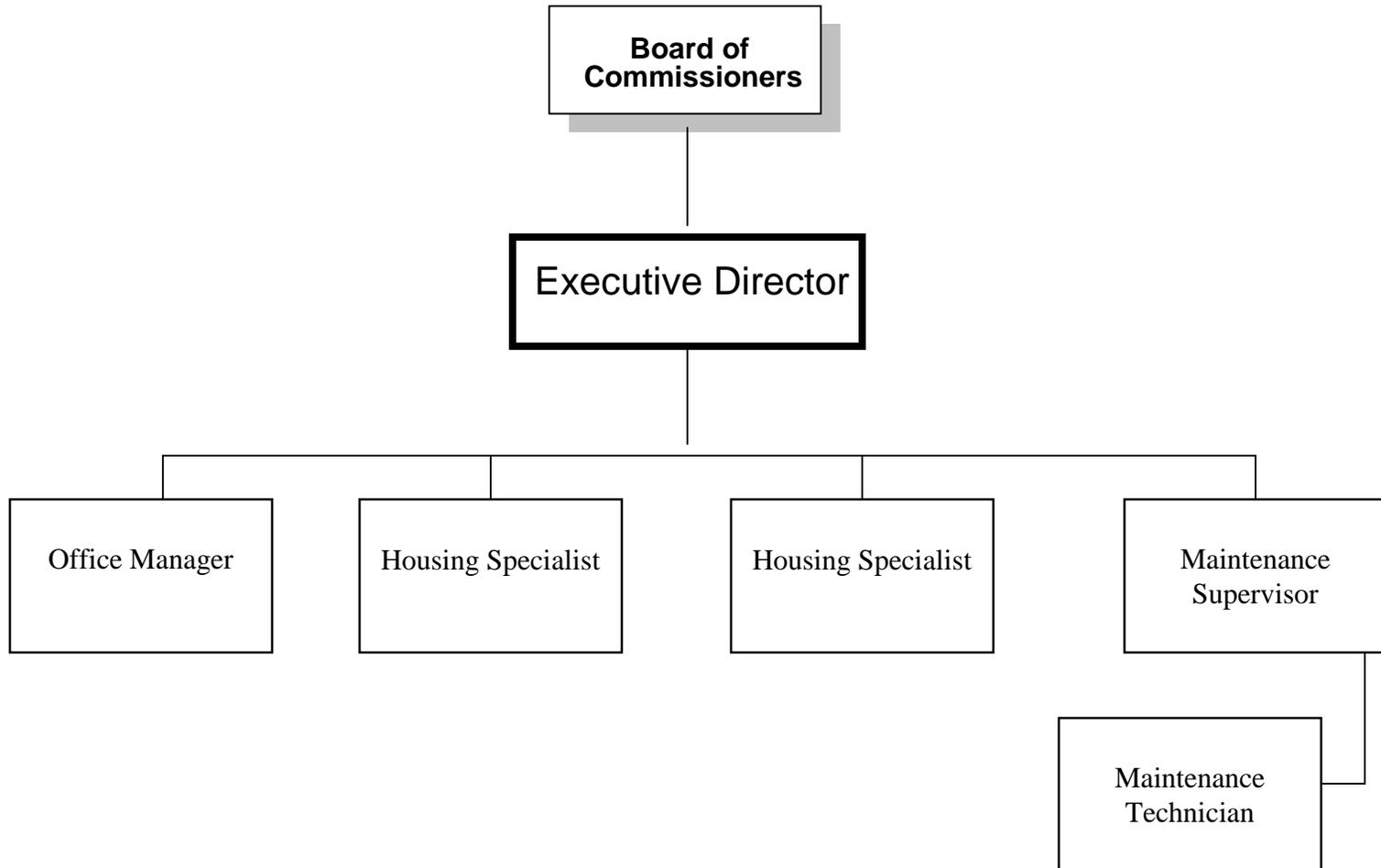
If after meeting the owner and JCHA fail to resolve a problem or problems relating to compliance with JCHA's pet policies JCHA will send the owner a written notice that summarizes the rule or rules violated, indicates that the owner must remove the animal within 10 days, and provide notice that failure to remove the animal will result in action to terminate the owner's tenancy.

This resolution was ADOPTED AND APPROVED by the JCHA Board of Commissioners on _____, 2005. This resolution is effective _____ 2005.

_____, Chair

Scott Grubbs, Executive Director

JUNCTION CITY HOUSING AUTHORITY Organizational Chart



Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Junction City Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
PHA-WIDE (001)	Annual Statement	\$169,216	\$169,216	\$169,216	\$169,216
CFP Funds listed for 5 year planning		169,216	\$169,216	\$169,216	\$169,216
Replacement Housing Factor Funds		\$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: Housing Authority of the City of Junction City	Grant Type and Number Capital Fund Program Grant No: KS16P105501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no)
 Performance and Evaluation Report for Period Ending: 06/30/2006 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original (R1)	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	39,778.00		39,778.00	39,778.00
3	1408 Management Improvements	4,000.00		30,234.00	13,586.00
4	1410 Administration	19,389.00		8,101.00	5,160.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	20,000.00		10,500.00	10,500.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	5,000.00		400.00	400.00
10	1460 Dwelling Structures	90,729.00		19,230.00	19,230.00
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00		43,663.00	1,415.00
12	1470 Nondwelling Structures	0.00		10,885.00	3,301.00
13	1475 Nondwelling Equipment	10,000.00		31,105.00	11,451.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	193,896.00		193,896.00	104,821.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	2,200.00	2,200.00	0.00

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

PHA Name: Housing Authority of the City of Junction City		Grant Type and Number Capital Fund Program Grant No: KS16P105501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	Ongoing Operation of PHA	1406		39,778.00		39,778.00	39,778.00	100%
001-002-003	Management Improvements 1) Training 2) Computer software 3) Staff salaries 4) Administrative Contracts	1408		4,000.00		30,234.00	13,586.00	45%
001-002-003	Administration 1) Salary & Benefits to administer CFP	1410		19,389.00		8,101.00	5,160.00	64%
PHA-Wide	Fees & Costs 1) A/E Service fees	1430		20,000.00		10,500.00	10,500.00	100%
PHA-Wide	Site Improvements 1) Landscaping	1450		5,000.00		400.00	400.00	100%
PHA-Wide	Dwelling Structures 1) replace interior doors 2) replace window treatments 3) replace storm doors 4) water heaters 5) flooring 6) unit rehab/turnover (6) 7) replace electrical/plumbing fixtures as needed	1460		90,729.00		19,230.00	19,230.00	100%
PHA-Wide	Dwelling Equipment 1) Kitchen Appliances 2) Window A/C Units (2)	1465		5,000.00		43,663.00	1,415.00	3%
001	Non-Dwelling Structures 1) Storage building 2) Office remodeling	1470		0.00		10,885.00	3,301.00	30%

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

PHA Name: Housing Authority of the City of Junction City		Grant Type and Number Capital Fund Program Grant No: KS16P105501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	
001-002-003	Non Dwelling Equipment 1) Maintenance equipment 2) Vehicle equipment 3) Computer hardware 4) Telephone system 5) Office furniture	1475		10,000.00		31,105.00	11,451.00	37%
				193,896		193,896	104,821	

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: JUNCTION CITY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P10550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<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: 06/30/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	59,250		59,250	59,250
3	1408 Management Improvements	6,200		0	0
4	1410 Administration	0		0	0
5	1411 Audit	08		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	5,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	4,000		0	0
10	1460 Dwelling Structures	79,750		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	8,468		0	0
12	1470 Nondwelling Structures	7,800		0	0
13	1475 Nondwelling Equipment	10,000		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	180,468		59,250	59,250
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: JUNCTION CITY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P10550105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development # 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	Ongoing Operations of PHA	1406		59,250		59,250	59,250	100%
001-002-003	Management Improvements Training Education material	1408		6,200		0	0	0%
PHA-Wide	Fees & Costs 1. A/E services for design/construction	1430		5,000		0	0	0%
PHA-Wide as needed	Site Improvements 1. Parking lot paving/repairs 2. Landscaping 3. Fencing	1450		4,000		0	0	0%
PHA-Wide as needed	Dwelling Structures 1. Replc kitchen sinks, contrtops, cabnts 2. Stair Tread Repair/Replace 3. Replace interior doors/jambs 4. Electrical upgrade 5. Bathroom remodeling 6. Water heaters 7. Flooring 8. Roof Repair/Replacement	1460		79,750		0	0	0%
PHA-Wide	Dwelling equipment 1. Kitchen Appliances	1465		8,468		0	0	0%
KS16P5006	Nondwelling Structures 1. Remodel kitchen 2. Public Safety/Security Upgrade 3. Electrical Upgrade	1470		7,800		0	0	0%
001-002-003	Nondwelling Equipment 1. Maintenance Equipment 2. Vehicle Equipment	1475		10,000		0	0	0%
	TOTAL			194,000		59,250	59,250	30.5%

**PROGRESS TOWARD MEETING GOALS AND OBJECTIVES
AS DESCRIBED IN THE 2006 FIVE-YEAR PLAN**

PHA GOAL: EXPAND THE SUPPLY OF ASSISTED HOUSING

- **Apply for additional rental vouchers:** The Junction City Housing Authority has not applied for additional rental vouchers; the housing market in Junction City is very tight in terms of availability and high cost due to the BRAC process; therefore, the JCHA continually encounters difficulty ensuring current voucher holders are able to find suitable housing within the established Payment Standards, which results in lower lease-up rates.
- **Reduce Public Housing Vacancies:** At 12/31/2005, the vacancy rate in Public Housing was 18%. Through 2006, the vacancy rate is 5%, a decrease of 13%.
- **Leverage private or other public funds to create additional housing opportunities:** The JCHA has focused primarily on improving the current management of the public housing and Section 8 programs the past year; therefore, no ventures to increase housing opportunities have been pursued.
- **Acquire or build units or developments:** (same as above)

PHA GOAL: IMPROVE THE QUALITY OF ASSISTED HOUSING

- **Improve Public Housing Management (PHAS Score):** While the 2006 certifications or assessments have not been completed, it is anticipated that the MASS, FASS, RASS and PASS scores will show significant improvement over 2005 scores. This assessment is based on the progress in meeting the requirements of the Public Housing MOA, Consolidated Review and the 2005 Independent Audit report.
- **Improve Voucher Management (SEMAP Score):** While the 2006 certifications or assessments have not been completed, it is anticipated that the SEMAP score will show significant improvement over the 2005 score. This assessment is based on the progress in meeting the requirements of the Section 8 CAP, Consolidated Review and the 2005 Independent Audit report.
- **Increase Customer Satisfaction:** The JCHA management has no information to suggest that satisfaction has not increased; this will be clarified through the RASS survey process.
- **Concentrate on efforts to improve specific management functions: public housing finance; voucher unit inspections.** The JCHA has spent significant time and effort ensuring that policies and procedures have been updated and in compliance with local, state and federal regulations. Additionally, one additional staff person became HQS Certified, bringing the total HQS certified staff to two. In addition, the City of Junction City Code Enforcement is readily available to perform HQS inspections and assist with compliance issues.
- **Renovate or modernize public housing units.** The JCHA expended the majority of its 2004 and 2005 Capital Funds on modernizing not only the public housing units, but also ensuring maintenance equipment are adequate to maintain the units. Some capital improvements completed include complete renovation of dwelling units, upgrading appliances, replacement of mechanical systems, to name a few.

PHA GOAL: INCREASE ASSISTED HOUSING CHOICES

- **Provide voucher mobility counseling:** Clients are counseled on an as-needed basis for port-ins and port-outs. Clients are advised of their responsibilities, the PHA responsibilities as well as the process to successfully complete a port-in or port-out. This was accomplished by staff acquiring additional training throughout the year.

- **Conduct outreach efforts to potential voucher landlords:** Although this goal is being worked on, further JCHA staff will be required to complete this objective in 2007. JCHA is currently in the process of filling staff vacancies to accomplish this.
- **Increase voucher payment standards:** JCHA Board of Commissioners approved Resolution No. 2006-1012C on 10-12-2006 adopting revised payment standards; however, the JCHA intends to pursue Exception Rents with the approval of HUD.

PHA GOAL: PROVIDE AN IMPROVED LIVING ENVIRONMENT

- **Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.** JCHA requested to implement a preference for Working Families in 2006; however, because this indicator was not identified in the 2006 Annual Plan, the request was denied and no further action taken.
- **Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:** The JCHA scattered site developments are already conducive to mixing lower income with higher income families; no further implementation is required.
- **Implement public housing security improvements.** No security concerns have been identified, therefore no additional action has been taken, although JCHA is currently in the process of implementing security procedures to ensure JCHA is in compliance with all federal regulations and requirements.

PHA GOAL: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

- **Increase the number and percentage of employed persons in assisted families:** While still in the planning stages, this particular goal is dependent on increasing JCHA staff ability to handle workload and availability of funds to implement a formal family self-sufficiency program.
- **Provide or attract supportive services to improve assistance recipients' employability:** While still in the planning stages, this particular goal is dependent on increasing JCHA staff ability to handle workload and availability of funds to implement a formal family self-sufficiency program.
- **Provide or attract supportive services to increase independence for the elderly or families with disabilities.** While still in the planning stages, this particular goal is dependent on increasing JCHA staff ability to handle workload and develop cooperative agreements with other agencies.

PHA GOAL: ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS

- **Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.** JCHA has provided its staff with training and implementation of policies that encourage affirmative housing measures; furthermore, JCHA history reflects that all criteria are being met.
- **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.** Through capital improvements, lease enforcement and policy implementation and compliance, JCHA has improved the living environment for families living in assisted housing.
- **Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.** JCHA is utilizing all of its handicap accessible units; additionally, requests for reasonable accommodations are provided to eligible residents to ensure accessible housing to persons with all varieties of disabilities, regardless of unit size required.