

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

MANHATTAN HOUSING AUTHORITY

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

PHA Plan Agency Identification

PHA Name: Manhattan Housing Authority

PHA Number: KS063

PHA Fiscal Year Beginning: (mm/yyyy) 01/01/2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 262
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 197

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 2005 - 2009
[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)

The mission of the Manhattan Housing Authority is to assist income qualified persons with decent, safe and affordable housing in an efficient, ethical and professional manner. Financial solvency is a key factor in carrying out this mission.

The Manhattan Housing Authority is committed to:

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

B. Goals

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

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) **80 (Financial Substandard)**
 - Improve voucher management: (SEMAP score) **96**
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: **public housing finance; increase resident services;**
 - Renovate or modernize public housing units: **Flint Hills Place Interior and Exterior Rehabilitation**
 - 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)

- *Rehabilitate Flint Hills Place (KS063005)*
- *Manage 48 Tax Credit units (The Gardens at Flint Hills)*
 - *Maintain 100% lease-up*
- *Improve communication between residents, staff, Board of Commissioners and City administration*
- *Re-establish the agency as a High Performing PHA*
- *Provide Property Maintenance under contract with the local Community Housing Development Organization (CHDO)*
- *Provide drug and alcohol preventive, educational and referral services for at-risk program participants*
- *Provide additional resident services and opportunities through grant applications*
- *Develop a partnership with the local Emergency Shelter in the area of Transitional Housing*
- *Cooperate with City Officials, developers, and local property owners in relocation of residents as a result of economic development*
- *Partner and cooperate with other area entities to meet the increased housing needs in the area as a result of local economic development and the ongoing BRAC process*

Annual PHA Plan
PHA Fiscal Year 2008
[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 Manhattan Housing Authority will continue to assist income-qualified persons with decent, safe and affordable housing in an efficient, ethical and professional manner. Financial solvency is a key factor in carrying out this mission.

In 2005, the Manhattan Housing Authority applied to HUD for disposition of 2.51 acres of unused, excess land situated on the Northwest corner of the Flint Hills Place development. This led to the construction of 48 LIHTC units (the Gardens at Flint Hills Place), currently 100% occupied and managed by MHA. Accomplished through partnerships with the City, HUD, the local CHDO, the MHA Board of Commissioners and a private developer, this endeavor has not only meet an enormous need for affordable housing in the area, but has also brought a great sense of pride to the existing Flint Hills Place development and enhanced the Housing Authority's viability in this community.

Additionally, through working with a private developer, MHA also received approval from the Special Applications Center in 2006 to dispose of the existing units known as Flint Hills Place (KS063) by negotiated sale at less than Fair Market Value in order to apply for additional tax credit funding for significant rehabilitation to the interior and exterior of the development. As a result, \$3.7 million in funding has been approved through the use of Low Income Housing Tax Credits (LIHTC) and a Construction Loan. The Evidentiary Materials are currently under review for approval by HUD. The strategy is to rehabilitate all sixty (60) units, leaving 30 units under Public Housing guidelines and the remaining thirty (30) units will be operated as LIHTC units. Under this plan, significant rehabilitation will occur, with emphasis on the interior. The exterior of the units, although in need of a 'facelift', are solid and not a candidate for demolition. This strategy will not only ensure marketability and enable the development to become more congruent with The Gardens at Flint Hills, but also provide an additional revenue stream for the Manhattan Housing Authority through management fees. By expanding an existing partnership with the Manhattan Area Housing Partnership (MAHP), the local CHDO organization, all sixty (60) units can be rehabilitated utilizing no Housing Authority or federal dollars, and in the end, the Manhattan Housing Authority has Right of First Refusal after the 15-year compliance period.

The Manhattan Housing Authority will continue to focus on interior and exterior renovations at the remaining family sites (Baehr Place, Pottawatomie Court, Hudson Circle). Replacement of kitchen cabinets and countertops at Baehr Place has been completed utilizing 2005 Capital Funds. The second phase of this project will include replacement of shower and tub surrounds, and replacement of flooring underlay and linoleum in the kitchens and bathroom; installation of carpet is also planned in the living and bedrooms at Baehr Place. Heating, Ventilation and Air Conditioning (HVAC) is scheduled for total replacement with high efficiency units at Pottawatomie Court and Hudson Circle. The elderly/disabled sites (Apartment Towers, Carlson Plaza) have received many updates in the recent past; replacement of the trash compactor at Carlson Plaza is planned, as well as installation of additional security measures at Carlson Plaza. The condenser at Carlson Plaza had to be replaced on an emergency basis in 2006. Finally, a fire door was installed at Carlson Plaza in response to fire safety concerns.

The Manhattan Housing Authority will implement a program for energy conservation, utilizing Compact Fluorescent Lighting (CFL) bulbs; additionally, the Manhattan Housing Authority plans to utilize Third Party Energy Performance Contracting in its long range planning for replacement of the boiler systems at Apartment Towers and Carlson Plaza. A Comprehensive Energy Analysis (CEA) will be procured and completed in accordance with HUD regulations.

The Tenant Based Rental Assistance (TBRA) program, funded by the State through the use of HOME funds, has allowed MHA to address affordable housing needs by providing rental and utility deposits to low-income persons in this community. This program serves to benefit local property owners as well as program participants.

Manhattan Housing Authority's financial status was 'Financial Troubled' for FY 2005; however, the 2006 FASS score has been increased to a Standard Performer.. Staff has been creative in finding ways to increase revenue and decrease expenses; however, this is an ongoing process. New revenue sources were created (i.e., installation of cell towers on Apartment Towers, management fees generated by The Gardens at Flint Hills). These factors have provided a financial boost to the Manhattan Housing Authority, in addition to the reduction in expenses by decreasing costs and utilizing other sources of revenue to absorb and/or supplement costs. Staff re-organizations have occurred to best utilize staff resources and contribute to the financial stability of the agency.

The Manhattan Area Housing Partnership (MAHP) hired a part-time Executive Director in 2005, eliminating the need for a management contract with the Manhattan Housing Authority for management of Six Units and Six Units II; however, the Manhattan Housing Authority continues to provide property maintenance under a contractual agreement, another source of revenue for the Manhattan Housing Authority.

In 2006, the Manhattan Housing Authority began a comprehensive review of its policies and procedures to ensure compliance with federal, state and local regulations; while several policies have been reviewed and/or revised, this is an ongoing effort. In 2007, an Initial Assessment of the Manhattan Housing Authority was conducted by an independent

contractor contracted by HUD; this review assisted the Housing Authority in identifying strengths and weaknesses and methods to improve administration of programs.

The Manhattan Housing Authority maintains a positive image in the community, providing decent, safe and affordable housing to eligible low-income families. Each year brings about new challenges. With supportive staff, Board, and community partnerships, this agency will continue to meet the challenges and the needs of the community.

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

	<u>Page #</u>
Annual Plan	
i. Executive Summary	5
ii. Table of Content	7
1. Housing Needs	11
2. Financial Resources	18
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	28
5. Operations and Management Policies	33
6. Grievance Procedures	35
7. Capital Improvement Needs	36
8. Demolition and Disposition	41
9. Designation of Housing	42
10. Conversions of Public Housing	43
11. Homeownership	44
12. Community Service Programs	46
13. Crime and Safety	49
14. Pets (Inactive for January 1 PHAs)	51
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	51
17. Asset Management	52
18. Other Information	52

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 Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- 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)

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	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input 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,	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
X	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
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	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	3,004	5	5	5	5	4	4
Income >30% but <=50% of AMI	2,599	5	5	5	4	4	4
Income >50% but <80% of AMI	2,958	4	5	5	4	4	4
Elderly	2,636	4	4	4	4	4	5
Families with Disabilities	1,832	4	4	4	4	4	5
Race/Ethnicity White	14,714	5	5	5	5	4	4
Race/Ethnicity Black	874	5	5	5	5	4	5
Race/Ethnicity Hispanic	494	5	5	5	5	4	5
Race/Ethnicity Native American	44	5	5	5	5	4	5
Race/Ethnicity Asian	573	5	5	5	5	4	5
Race/Ethnicity Pacific Islander	4	5	5	5	5	4	5

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: 2006
- 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.** PHA 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	96		90
Extremely low income <=30% AMI	68	71%	
Very low income (>30% but <=50% AMI)	24	25%	
Low income (>50% but <80% AMI)	4	4%	
Families with children	53	55%	
Elderly families	7	7%	
Families with Disabilities	13	14%	
Race/ethnicity White	76	79%	
Race/ethnicity Black	17	18%	
Race/ethnicity Mixed	1	1%	
Race/ethnicity Asian	1	1%	
Race/ethnicity Indian/Alaskan	1	1%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	43	44.79%	42
2 BR	32	33.33%	32
3 BR	18	18.75%	14
4 BR	3	3.13%	2
5 BR	n/a	n/a	n/a
5+ BR	n/a	n/a	n/a

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

If yes:

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

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)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	237		82
Extremely low income <=30% AMI	178	74%	
Very low income (>30% but <=50% AMI)	59	24%	
Low income (>50% but <80% AMI)	5	2%	
Families with children	164	69%	
Elderly families	9	4%	
Families with Disabilities	64	27%	
Race/ethnicity White	156	65.82%	
Race/ethnicity Hispanic	20	.08%	
Race/ethnicity Black	63	26.58%	
Race/ethnicity	2	.84%	

Housing Needs of Families on the Waiting List			
Indian/Alaskan			
Race/ethnicity Pacific Islander	1	.42%	
Race/ethnicity Asian	3	.01%	
Race/ethnicity Mixed	1	5.06%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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)
Utilize the Section 8 Landlord Social to promote the Section 8 HCV program by making the social available to all landlords in the area; market the program to the Landlord Association and other interested local groups.

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)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund (includes Transitional Funding)	500,559	
b) Public Housing Capital Fund	356,400	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	904,000	
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	150,000	TBRA Program
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2006 Capital Fund	58,436	Modernization
2006 TBRA Program	88,214	TBRA Assistance
2006 ROSS Grant	36,814	ROSS Coord Sal/Benefits
2007 Capital Fund	356,400	Modernization
3. Public Housing Dwelling Rental Income	505,000	Operations
4. Other income (list below)		
Cellular Towers	38,400	General Fund
CHDO Property Maint. Agreement	5,000	General Fund
CHDO Property Mgmt. Agrmt.	25,000	General Fund
Vending Machines, Late Fees, Work Orders, Etc.	15,000	General Fund
Interest	3,000	General Fund
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	3,042,223	

- o *Operating Subsidy 82.5% eligibility in 2007*

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)
Typically within 30 days; when units become vacant, the offer process begins
- 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)
 - o *Web Site*
 - o *Applications are available at various Social Service Agencies*

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)
At the Apartment Towers, residents who reside in an efficiency apartment and who are in good standing are allowed to transfer to a one-bedroom apartment after one-year of tenancy.
- Other: (list below)
 - o To accommodate the safety/security of victims of crime, at PHA discretion

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- 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)
 - o *Displaced due to local economic development*
 - o *Displaced due to federally declared disaster*

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
- 1** Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1** 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
- 1** Other preference(s) (list below)
 - o *Displaced due to local economic development*
 - o *Displaced due to federally declared disaster*

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)
 - o *Monthly Newsletters*
 - o *Resident Meetings*
 - o *"Tools for Tenancy" Resident Handbook and Briefings*

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)

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

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

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

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

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - o *Other rental history from PHA residents upon written request*

(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)
 - o *Web Site*

(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:

- Medical incapacitation during search period*
- Reasonable Accommodation*
- Inability to locate suitable unit due to 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)
 - o *Displaced due to local economic development*
 - o *Displaced due to federally declared disaster*

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
- 1** Other preference(s) (list below)
 - o *Displaced due to local economic development*
 - o *Displaced due to federally declared disaster*

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)
- o *Monthly Newsletter*

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

- Through published notices
- Other (list below)
- o *Social Service Agencies*
 - o *Media*

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

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:

- a) **Family has lost or is awaiting eligibility for government assistance (except where benefits are reduced due to fraud or family failed to comply with work or economic, self-sufficiency requirements);**
- b) **Family income decreased due to changes in circumstances including loss of employment, death in family or other PHA or HUD recognized circumstance.**
- c) **Family would be evicted if minimum rent requirement was imposed. The family must document what changes have occurred that they can't pay minimum rent now if previously paying.**

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)
Rent Reasonableness Data

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)
 - o *Any time the family experiences an income decrease*

- 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)

- *Market Study*

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)
 - o *Current market and/or sub-market rates*
 - o *FMR's for the Area*

(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)

- d) Family has lost or is awaiting eligibility for government assistance (except where benefits are reduced due to fraud or family failed to comply with work or economic, self-sufficiency requirements);
- e) Family income decreased due to changes in circumstances including loss of employment, death in family or other PHA or HUD recognized circumstance.
- f) Family would be evicted if minimum rent requirement was imposed. The family must document what changes have occurred that they can't pay minimum rent now if previously paying.

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. KS063a01*)
- 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	262	100
Section 8 Vouchers	197	50
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
ROSS RSDM	29	5
Family Self-Sufficiency	15	3

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)

- *MHA Employee Manual & Personnel Policy*
- *ADA Services and Policy*
- *Admissions & Continued Occupancy Policy*
- *Cash Management Policy*
- *Capitalization Policy*
- *Community Service Policy*
- *Confidentiality Agreement*
- *Crime Tracking and Reporting Policy*
- *Civil Rights Certification*
- *Criminal Records Management Policy*
- *Demolition Policy*

- *Disposition Policy*
- *Equal Housing Opportunity policy*
- *Ethics Policy*
- *Eviction Policy*
- *Grievance Policy & Procedure*
- *Hazardous Materials Policy*
- *Homeownership Policy*
- *Lease Agreement*
- *Maintenance Plan*
- *Natural Disaster Policy*
- *One Strike Policy*
- *Pest Control Policy*
- *Pet Policy*
- *Rent Collection Policy*
- *Sex Offender Policy*
- *Transfer Policy*
- *Violence Against Women Act*

(2) Section 8 Management: (list below)

- *MHA Employee Manual & Personnel Policy*
- *Administrative Plan*
- *Cash Management Policy*
- *Confidentiality Policy*
- *Confidentiality Agreement*
- *Crime Tracking and Reporting Policy*
- *ADA Services and Policy*
- *Civil Rights Certification*
- *Criminal Records Management Policy*
- *Equal Housing Opportunity policy*
- *Ethics Policy*
- *Informal Review and Hearing Policy and Procedure*
- *Homeownership Policy*
- *One Strike Policy*
- *Sex Offender Policy*
- *Violence Against Women Act*

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)
o FHP Site Office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

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)

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

Capital Fund Grant Number KS16P06350108 FFY of Grant Approval: (2008)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$368,403
3	1408 Management Improvements	\$0.00
4	1410 Administration	\$0.00
5	1411 Audit	\$0.00
6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$0.00
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$0.00
10	1460 Dwelling Structures	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00
12	1470 Nondwelling Structures	\$0.00
13	1475 Nondwelling Equipment	\$0.00
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)	\$ 368,403
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
	TOTAL	\$368,403

**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	Computer Upgrades	1408	\$0.00
PHA-Wide	Travel & Training	1408	\$0.00
PHA-Wide	Salaries & Benefits	1410	\$0.00
KS16P063010 Pott Ct/Hudson Cir	A/E Fees	1430	\$0.00
KS16P063007 Baehr Place	Environmental Review	1430	\$0.00
KS16P063010 Pott Ct/Hudson Cir	Replace Fencing	1450	\$0.00
KS16P063007 Baehr Place	Install Sprinkler System	1450	\$0.00
KS16P063010 Pott Ct/Hudson Cir	Repair Sprinkler System (Control Box)	1450	\$0.00
KS16P063006 Apartment Towers	Add Dumpster Screening	1450	\$0.00
PHA Wide	Trim all trees	1450	\$0.00
KS16P063008 Carlson Plaza KS16P063006 Apartment Towers	Replace Carpet as needed	1460	\$0.00
KS16P063008 Carlson Plaza	Add GFI receptacles in kitchens	1460	\$0.00
KS16P063008 Carlson Plaza	Replace passage locks with accessible locks	1460	\$0.00
KS16P063010 Pott Ct/Hudson Cir	Replace passage locks with accessible locks	1460	\$0.00
KS16P063007 Baehr Place	Replace Bathroom Tubs/Showers	1460	\$0.00
KS16P063007 Baehr Place	Replace Bathroom Vinyl Flooring	1460	\$0.00
KS16P063007 Baehr Place	Replace Kitchen Vinyl Flooring	1460	\$0.00
KS16P063007 Baehr Place	Replace Light Fixtures	1460	\$0.00
KS16P063007 Baehr Place	Install Carpet	1460	\$0.00
KS16P063010 Pott Ct/Hudson Cir	Replace Bi Fold Doors	1465	\$0.00

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
KS16P063008 Carlson Plaza KS16P063006 Apartment Towers	Replace Stoves As Needed	1465	\$0.00
KS16P063008 Carlson Plaza	Replace Refrigerators As Needed	1465	\$0.00
KS16P063010 Pott Ct/Hudson Cir	Replace Carbon Monoxide Detectors	1465	\$0.00
KS16P063008 Carlson Plaza	Replace Trash Compactor	1465	\$0.00
PHA-Wide	Replace Maintenance Truck	1475	\$0.00
PHA-Wide	Replace Administrative Van	1475	\$0.00
PHA-Wide	Salt Spreader	1475	\$0.00
PHA-Wide	Replace Uniforms	1475	\$0.00
PHA-Wide	Sewer Camera	1475	\$0.00
PHA-Wide	John Deer Tractor Brush	1475	\$0.00
PHA-Wide	Carpet Steamer Cleaners	1475	\$0.00
PHA-Wide	Concrete Grinder	1475	\$0.00
	Total		\$368,403

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)
KS16P063006 Apartment Towers	12/31/2009	12/31/2010
KS16P063007 Baehr Place	12/31/2009	12/31/2010
KS16P063008 Carlson Plaza	12/31/2009	12/31/2010
KS16P063010 Pott Ct/Hudson Cir	12/31/2009	12/31/2010
PHA-Wide	12/31/2009	12/31/2010

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name *KS063b01*

-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:
o **Rehabilitation of Flint Hills Place**

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: Flint Hills Place 1b. Development (project) number: KS063
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved , submitted, or planned for submission: (06/29/2006)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: September 2007 b. Projected end date of activity: May 2008

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 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	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application	

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? 02/01/2002

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)
ROSS – RSDM	29	Random Selection	PHA Administrative Office, FHP Site Office	Public Housing

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: 12/31/06)
Public Housing	29(as of 12/31/2006)	29
Section 8	15	15

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)
 - o *Additional security measures are needed at the Apartment Towers and Carlson Plaza to ensure the safety, security and peace of mind of residents against outside intruders; these needs are being addressed in the 2006 and 2007 Capital Fund programs.*
 - o *Since a homicide occurred in January 2007 at Flint Hills Place, residents perceive a need for additional security measures.*

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)

- o *Apartment Towers and Carlson Plaza*
- o *Flint Hills Place*

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - o Providing space for sub-station to Riley County Police Department at Flint Hills Place, Pottawatomie Court
 - o Providing lock box for entrance door access key at Apartment Towers and Carlson Plaza for RCPD to do random walk-throughs
 - o Working with residents to establish active Resident Associations at Flint Hills Place, Baehr Place, Pottawatomie Court and Hudson Circle and then working with those organizations and RCPD to establish Neighborhood Watch programs

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

- o *Apartment Towers and Carlson Plaza*
- o *Flint Hills Place*

C. Coordination between PHA and the police

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

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

- o *All*

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)
 - o *ALL Board members are appointed by the Mayor; the candidate must complete an Interest Form and submit to the City Clerk's Office for consideration*

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)
 - o *This position is a Mayoral appointment*

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - *To increase affordable housing in the community*
 - Other: (list below)

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

D. Other Information Required by HUD

Substantial Deviation/Significant Amendment:

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

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Manhattan Housing Authority adopted the Violence Against Women Act (VAWA) Policy and Procedure on July 18, 2007 (this policy is attachment no. KS063i01). All public housing residents and applicants and all Section 8 HCV program applicants, participants and landlords were notified of their rights and responsibilities under this policy. Additionally, the policy was provided to other Social Service agencies who work with victims of domestic violence such as the Manhattan Emergency Shelter, Inc. and the Crisis Center, Inc. It has and will continue to be The Manhattan Housing Authority's policy to provide referral services to victims of domestic violence, and ensure that victims are aware of services available to them in the community. Additionally, the Manhattan Housing Authority Resident Services Coordinator will assist victims in obtaining services and encourage them to utilize the court system to obtain protective orders and restitution for any damages incurred. A resource guide will be developed to provide to victims to direct them to appropriate services within the community.

***THIS
PAGE
INTENTIONALLY
LEFT
BLANK***

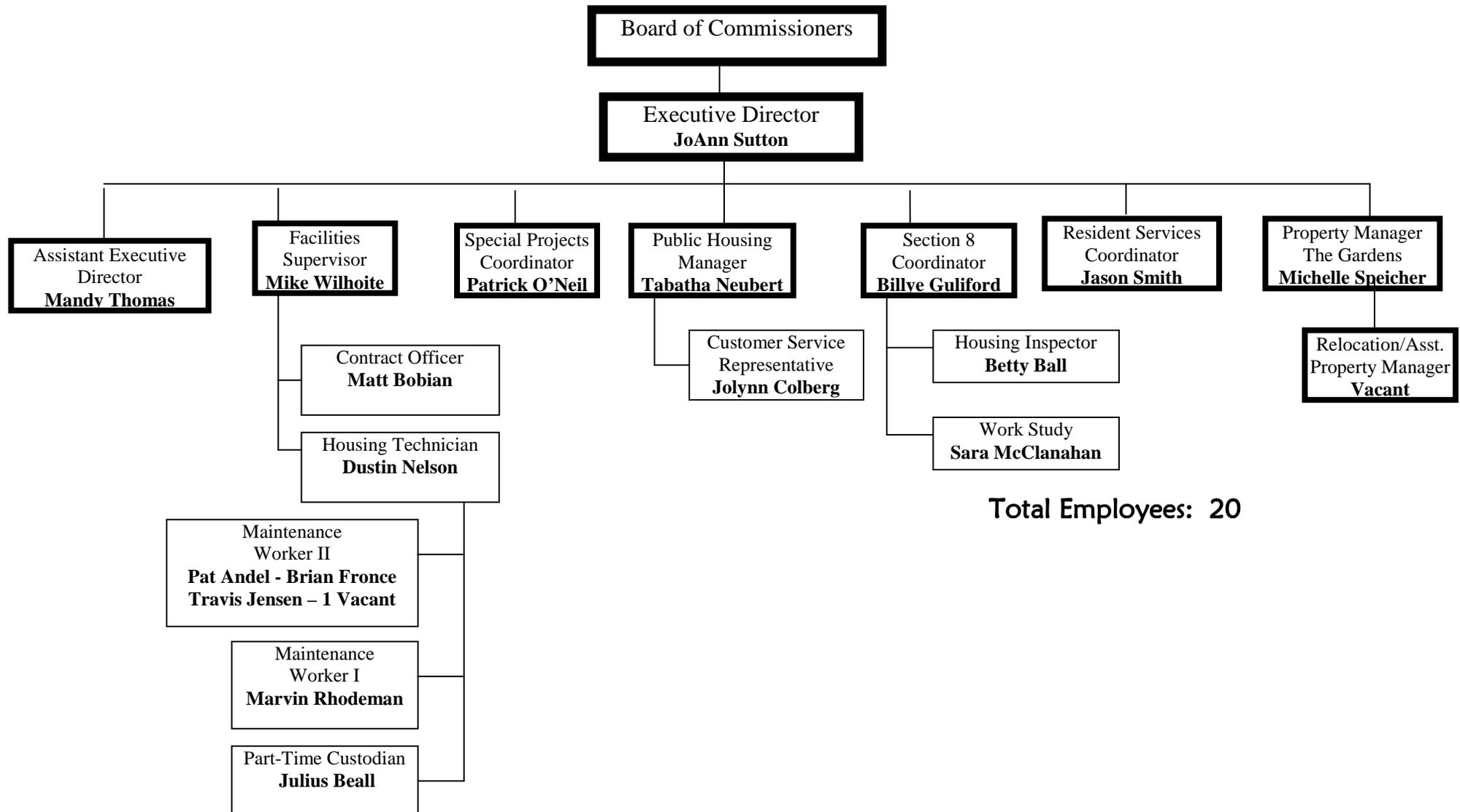
Attachments

Use this section to provide any additional attachments referenced in the Plans.

<u>Attachment Number</u>	<u>Attachment Description</u>
KS063a03	Organizational Chart
KS063b03	Five-Year Plan
KS063c03	Community Service Policy & Procedure
KS063d03	Deconcentration Policy
KS063e03	Pet Policy
KS063f03	Resident Advisory Board Members
KS063g03	Board of Commissioners
KS063h03	Capital Fund Tables
KS063i03	Violence Against Women Act (VAWA) Policy
KS063j03	Crime Tracking and Reporting Policy
KS063k03	2008 Capital Fund Work Items

Manhattan Housing Authority

August 13, 2007



Total Employees: 20

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name		<u><i>Manhattan Housing Authority</i></u>		<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: 2009 PHA FY: 12/31/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 12/31/20010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012
KS16P063005		N/A	N/A	N/A	N/A
KS16P063006 Apartment Towers	Current	Replace Carpet As Needed Comprehensive Energy Analysis Install Ceiling Fans with Lights Upgrade computerized Fire Alarm System	Replace Carpet as Needed Overlay Parking Lot Replace All Exhaust Fan Motors Replace Kitchen Cabinets and Bathroom Vanities & Countertops Replace Shower Stalls A/E Fees Replace Quarry Tile in Lobby	Replace Carpet as Needed Replace Light Fixtures Replace Community Room Floor Tile Replace all Drapery with Energy Efficient Drapery Replace All Apartment Doors and add kick plates Building Sprinkler System Phase I Inspect and Upgrade Electric Panel Boxes as Needed	Replace Windows (Phase I) Install Automatic Lawn Sprinkler System Re-Insulate Pipes Replace Carpet as Needed A/E Fees Replace Hot Water Heaters with 2 New High Efficiency Water Heaters Building Sprinkler System Phase II

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
Development Number/Name HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 12/31/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 12/31/2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012
KS16P063007 Baehr Place	Annual Statement	Replace all Light Fixtures Cover A/C Condenser Units Upgrade Electric Panel Boxes Repair Sidewalks Seal Parking Lot	Replace Carbon Monoxide and Smoke Detectors Replace Medicine Cabinets	Repair/Replace sidewalks as needed	Replace Playground Equipment

Capital Fund Program Five-Year Action Plan

Attachment No. ks063b03

Part I: Summary

PHA Name		<u>Manhattan Housing Authority</u>		<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: 2009 PHA FY: 12/31/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 12/31/20010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012
KS16P063008 Carlson Plaza	Annual Statement	Replace Drapery in Units/Bldg Replace Carpet as Needed Replace Exhaust Fan Motors Replace Quarry Tile in Lobby A/E Fees	Replace Carpet as Needed Install Grab Bars in all Bathrooms Install 3-way valves in Furnace Replace Ranges as Needed Rebuild Pump #2 and replace Motor A/E Fees	Replace Carpet as Needed Replace Windows A/E Fees Recover Flat Roof Inspect and Upgrade Electrical Panel Boxes as needed Change Furnace/AC controls to automatic	Replace Carpet as Needed A/E Fees Install Automatic Lawn Sprinkler System Replace domestic water shutoff valves Upgrade Smoke Detectors

Capital Fund Program Five-Year Action Plan

Attachment No. ks063b03

Part I: Summary

PHA Name		<u><i>Manhattan Housing Authority</i></u>		<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: 2009 PHA FY: 12/31/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 12/31/20010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012
KS16P063010 Pottawatomie Court/Hudson Circle	Annual Statement	Trim all trees (professionally) Replace Sink Faucets & Vanities in Bathrooms Inspect & Upgrade Electrical Panel Boxes Replace Refrigerators, as needed Upgrade Automatic Sprinkler System	Repair/Replace sidewalks as needed Replace/Treat all Privacy Fencing Replace Tub Surrounds Replace Stoves as Needed Replace Siding on all Buildings (w/ vinyl)	Replace Kitchen Faucets Termite Inspection/Treatment Replace Ceiling in Carports	Install Mailbox Shelter Replace Playground Equipment Overlay Parking Lot/Repair Driveways

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<u><i>Manhattan Housing Authority</i></u>		<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: 2009 PHA FY: 12/31/2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 12/31/20010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012
PHA Wide	Annual Statement	Computer Upgrades, As Needed Travel & Training Digital Projector Industrial Carpet Steam Cleaner Floor Buffer Uniforms	Computer Upgrades, As Needed Travel & Training Maintenance Vehicle	Computer Upgrades, As Needed Travel & Training Bobcat Lawn Tractor	Computer Upgrades, As Needed Travel & Training

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year 2 FFY Grant: 2009 PHA FY: 12/31/2009			Activities for Year 3 FFY Grant: 2010 PHA FY: 12/31/2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual Statement	KS16P063005	n/a	n/a	KS16P063005	n/a	n/a
	KS16P063006	1430	\$8,000	KS16P063006	1430	\$25,000
		1460	\$5,000		1450	\$10,000
		1465	\$104,000		1460	\$65,000
	KS16P063007	1430	\$10,000	KS16P063007	1460	\$2,500
		1450	\$20,000		1465	1,300
		1460	\$4,000			
		1465	\$52,500			
	KS16P063008	1430	\$55,000	KS16P063008	1430	\$30,000
		1450	\$5,000		1460	\$69,675
		1460	\$52,000		1465	\$30,000
		1465	\$16,000			
	KS16P063010	1430	\$10,000	KS16P063010	1450	\$25,000
		1450	\$20,000		1460	\$82,000
		1460	\$20,100		1465	\$13,600
		1465	\$25,000			
	PHA-Wide	1408	\$12,000	PHA-Wide	1408	\$20,000
		1475	\$18,000		1475	\$20,000
	Total CFP Estimated Cost		\$436,600			\$394,075

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year 4 FFY Grant: 2011 PHA FY: 12/31/2011			Activities for Year 5 FFY Grant: 2012 PHA FY: 12/31/2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual Statement	KS16P063005	n/a	n/a	KS16P063005	n/a	n/a
	KS16P063006	1450	\$22,000	KS16P063006	1430	\$20,000
		1460	\$80,000		1450	\$15,000
		1465	\$50,000		1460	\$80,000
					1465	\$120,000
	KS16P063007	1450	\$6,000	KS16P063007	1450	\$10,000
	KS16P063008	1430	\$8,000	KS16P063008	1430	\$20,000
		1460	\$160,700		1450	\$10,000
		1465	\$15,000		1460	\$20,000
					1465	\$22,000
	KS16P063010	1450	\$0.00	KS16P063010	1450	\$47,000
		1460	\$27,540			
	PHA-Wide	1408	\$15,000	PHA-Wide	1408	\$15,000
		1475	\$20,000			
	Total CFP Estimated Cost		\$404,249			\$379,000

THE MANHATTAN HOUSING AUTHORITY

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

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

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

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

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

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

The term Community Service Program is defined in 24 CFR 906.601 as the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.

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

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

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

IMPLEMENTATION

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

NOTIFICATION

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

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

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

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

VERIFICATION

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

However, residents who are exempt because they are:

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

COMPLIANCE AND THE PHA LEASE

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

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

NONCOMPLIANCE & HOUSING AUTHORITY OBLIGATIONS

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

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

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

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

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

RESIDENT RESPONSIBILITIES

1. Provide and cooperate with Housing Authority regarding verification of exempt or nonexempt status for community service and self-sufficiency requirement.
2. Report any changes in writing regarding exempt or nonexempt status to Housing Authority within 10 (ten) working days.
3. For all adult residents in public housing, except those determined to be exempt, contribute 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month or perform a combination of both for 8 hours per month. Activities cannot include political activities nor be substituted for work ordinarily performed by Housing Authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24 CFR 960.603).
4. Provide Housing Authority with information verifying compliance with service requirement including number of hours accomplished under activity.
5. **Family Obligations Under the Lease.** Residents are required under 24 CFR 960.607 (c) to comply with the service requirement. This requirement extends to all adult residents in the household who are determined nonexempt from the requirement. The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the annual recertification of the lease (24 CFR 960.603). If a resident or another family member has violated the service requirement, **the PHA may not renew the lease upon expiration of the term unless:**
 - A. The resident, and any other noncompliant resident, enter into a written agreement with the Housing Authority, in the form and manner required by the Housing Authority, to cure such noncompliance by completing the additional hours required prior to completion of annual recertification of the lease.
 - B. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

H. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The MHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the MHA's deconcentration efforts.

The MHA will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the MHA in its deconcentration goals.

If the MHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the MHA will evaluate the changes to determine whether, based on the MHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the MHA has met the deconcentration goals and the project needs no particular designation.

Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the MHA do not impose specific quotas. Therefore, the MHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

For higher income projects, an occupancy rate of 40% very low- and extremely low-income families.

For lower income projects, an occupancy rate of 40% families at or above the low-income limit (80% of area median).

In the upcoming fiscal year, the MHA will strive to achieve the following goals for deconcentration of poverty and income-mixing:

In the upcoming fiscal year, the MHA will target the following developments for deconcentration and income-mixing:

Lower income developments where the MHA's goal is to increase higher income families:

Pottawatomie Court and Hudson Circle

Higher income developments where the MHA's goal is to increase lower income families:

Flint Hills Place, Baehr Place

Project Designation Methodology

The MHA will determine and compare tenant incomes at the developments listed in this Chapter.

The MHA will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the MHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The MHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families [and assigning transfers] for a designated project the MHA will determine whether the selection of the family will contribute to the MHA's deconcentration goals.

The MHA will not select families for a particular project if the selection will have a negative effect on the MHA's deconcentration goals. However, if there are insufficient families on the waiting list [or transfer list], under no circumstances will a unit remain vacant longer than necessary.

Breakdown Method

The MHA will define as a higher income development and which is more than 80 percent occupied by families whose incomes are at or above 80% of area median income.

The MHA will define as a lower income development which is more than 70 percent occupied very low- or extremely low-income families.

**MANHATTAN HOUSING AUTHORITY
PET POLICY**

In accordance with Section 526 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), MHA hereby sets forth rules and regulations concerning pet ownership in its public housing units. Only "common household pets" as defined herein will be permitted in MHA owned properties.

A common household pet, for the purposes of MHA's public housing program: *A domesticated animal is limited to a dog or cat*, that is traditionally kept in the home for pleasure rather than for commercial or breeding purposes. Common household pet does not include reptiles, (except turtles), amphibians, guinea pigs or rabbits. This definition shall not include animals that are used to assist persons with disabilities.

Residents may own, keep and maintain a reasonable number of fish (in an aquarium not exceeding 10 gallons), birds, hamsters, or gerbils which are commonly maintained as household pets. The determination of a reasonable number, as well as the determination of what types of birds or fish are commonly maintained as household pets, shall be at the sole discretion of the Housing Authority based on the health and welfare of the tenant and other tenants.

Residents may own one pet. If one of the pets is a dog or cat, then birds, fish, gerbils, and hamsters shall not be counted as pets.

EXCLUSION FOR ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

MHA's Pet Policy shall neither apply to animals that are used to assist persons with disabilities , or who visit MHA's developments and dwelling units. (24 CFR 5; 24 CFR 960.705). MHA must grant this exclusion if the following is provided:

- The resident or prospective resident verifies that they are persons with disabilities by completing MHA's reasonable accommodation process.(See Exhibit "1", Preliminary Request for a Reasonable Accommodation)
- The animal has been trained to assist persons with the specific disability (example, seeing eye dog); and
- The animal actually assists the person with a disability.

COMPANION/SERVICE ANIMALS

Distinction is hereby given to "companion animals" and "service animals." If the animal does not have specific disability related training but is necessary in coping with the disability (for instance, if the animal provides emotional support to a person with a panic disorder), the animal is a "companion animal" not a "service animal."

A "service animal" means any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals are equivalent to other "auxiliary aids" such as wheelchairs and eyeglasses, and as such must be permitted. (24 CFR 5.303; 28 CFR 36.104).

When an applicant or resident with a disability asserts and can verify that an animal is a companion or service animal for his/her disability, the applicant should make a request for a reasonable accommodation; specifically, to be allowed to keep the animal by completing MHA's reasonable accommodation process. (See MHA , Exhibit "1", Preliminary Request for a Reasonable Accommodation).

MHA will require verification that the applicant is a "qualified individual with disabilities" as defined by 24 CFR 8.3, and that the animal is necessary in coping or assisting with the disability. (Exhibit #3)

Upon receipt of verifications, MHA will approve the animal in accordance with this Policy.

Residents requiring more than one pet as either a "companion animal" or "service animal" must request the animal by completing MHA's reasonable accommodation process. (MHA Exhibit "1", Preliminary Request for a Reasonable Accommodation).

Any animals not approved as a service or companion animal shall be considered a pet and subject to the terms and conditions set forth in this policy unless otherwise stated.

MANDATORY RULES FOR RESIDENTS WITH PETS

In accordance with 24 CFR 960.707, MHA hereby sets forth the following rules for pet ownership in its conventional housing units:

REGISTRATION

1. The Resident must request and receive written formal approval from the Housing Authority Manager/Management prior to bringing the common household pet, (hereinafter referred to as "pet") on the premises. The pet request shall be made on the standard form "Pet Occupancy Request/Registration Form" (MHA Exhibit "5", Pet Occupancy Registration Form).
2. Residents registering cats and dogs, after receiving written approval for pet ownership, will be issued a sticker, indicating the type of animal (dog or cat) with MHA official's signature, to be displayed on the front door or window of the dwelling unit. Said sticker will identify the unit to MHA staff or emergency personnel (ie, law enforcement, rescue, fire, etc) as having a registered pet with the Housing Authority. (Exhibit "4", Pet Occupancy Request/Registration Form)

3. Registration of the pet shall include a photograph being taken by Housing Authority Management and retained on file with MHA in the resident's folder. The photograph will be utilized to confirm identity of the pet in case of emergency and to ensure that the same pet registered is the pet occupying the resident's dwelling unit.
4. Residents registering pets that are not fully-grown at the execution of the initial pet registration, will be required to report back to the management office at the next annual recertification or as necessary in order that the pet may be re-photographed for identification purposes.
5. At the time of registration, Resident must provide information sufficient to identify the pet and to demonstrate that it is a common household pet. .
6. The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet must be provided at the time of registration.

Formatted: Indent: Left: 0.67"

DOGS

1. If the pet is a dog, it shall not weigh more than twenty (20) pounds (fully grown) and stand no more than 15 inches in height from the front shoulder of the animal. *Assistive and Companion animals are not subject to the size and weight requirements of this paragraph.*
2. Doghouses located outside any dwelling unit are prohibited.
3. Dogs may not be tethered outside the Dwelling Unit.

CATS

1. The weight of a cat cannot exceed twenty (20) pounds (fully-grown). Cats must also be declawed at the front paws by three (3) months of age. Evidence of declawing must be provided to MHA from a licensed veterinarian and/or staff of the Humane Society.
2. The resident must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Litter boxes must be changed twice per week at a minimum. Cardboard boxes are not acceptable and will not be approved. The resident shall not permit refuse from litter boxes to accumulate, become odorous, to become unsightly, or unsanitary.

DOG/CAT—SPAYING & NEUTERING

Dogs and cats must be spayed/neutered by six months of age. Evidence of spaying/neutering can be proved by a statement/bill from a licensed veterinarian and/or staff of the Humane Society or by means of the veterinarian certification provided for on MHA Exhibit #5, Pet Occupancy Registration

Form.

FISH

Fish aquarium must be ten (10) gallons or less, and the container must be placed in a safe location in the unit. The resident is limited to one container for fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and non-hazardous manner. Residents shall be responsible for any damage caused by leakage or spillage from the aquarium or fish bowl.

INOCULATIONS/VACCINATIONS

Dogs and cats must have received rabies and distemper inoculations or boosters, as applicable. The resident shall provide the Housing Authority with evidence of inoculations certified by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and local law. Said certification may be provided on the veterinarian's statement/bill or on MHA Exhibit 5, Pet Occupancy Registration Form.

LICENSING

1. Licensing of all dogs and cats shall be required in accordance with applicable State and local law whether or not they are considered a 'house pet' on an annual basis or as otherwise required by law. The dog or cat must always wear a license with owner's name, address and telephone number.
2. In the event that applicable State or local law changes with reference to licensing of any and all pets, MHA will require its residents to comply. It is the Pet Owners responsibility to ensure that compliance with all State and local laws is maintained.

SANITARY CONDITIONS

The pet rules shall prescribe sanitary standards to govern the disposal of pet waste. These rules are as follows:

- Resident shall be responsible for immediately disposing of all animal waste excreted inside the development building or on the development grounds.
- Pet waste may be disposed of in the development dumpsters after being properly sealed in a plastic bag or other container.
- Waste must be placed in a plastic bag, tightly secured and deposited in a dumpster.
- Conditions outlined in Cats #2, above, pertaining to cat waste shall also prevail.

GENERAL PROVISIONS

1. All pets must be housed within the dwelling unit and no facilities can be constructed outside of the unit for any pet.
2. Costs incurred by MHA for **extermination of fleas, ticks, and other animal related pests**, will be deducted from the pet security deposit after either the pet is removed or the resident vacates. Residents are encouraged to use flea bombs to get rid of fleas and other animal-related pests on an “as needed” basis.
3. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other residents. The terms, “disturb, interfere or diminish” shall include but is not limited to: barking, meowing, crying, howling, chirping, biting, scratching and other like activities. This includes any pets that make noise continuously and/or incessantly for a period of 30 minutes or intermittently for one-hour or more and therefore disturbs any person at any time of the day or night. The Housing Authority will terminate this authorization if a pet disturbs other residents under this section of the lease addendum. The resident will be given fourteen (14) days to make other arrangements for the care of the pet or the dwelling lease will be terminated.
4. Each pet must be maintained responsibly and in accordance with this pet ownership policy and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership.
5. The weight of any cat or dog cannot exceed 20 pounds with height not to exceed 15 inches from the front shoulder of the animal.
6. Pets may not be bred or used for any commercial purposes on MHA property.
7. Pets deemed to be neglected by MHA staff shall cause the privilege of keeping the pet to be revoked at the discretion of MHA.

CONTROL OF THE ANIMAL

1. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a chain leash **no longer than five (5') feet** and kept off lawns designated to other residents.
2. All authorized pet(s) must be under the control of an adult leaseholder. An unleashed pet, or one tied to a fixed object, is not under the control of an adult. MHA staff will contact the local Humane Society or dog warden in the event pets are found to be unleashed, or leashed and unattended, on MHA property. It shall be the responsibility of the resident to reclaim the pet and at the expense of the resident. Pets must not be allowed to run at large.
3. The resident pet owner shall have canine pets restrained so that maintenance, inspections, etc. can be performed in the dwelling unit. The resident **shall** whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the resident pet owner shall be issued a notice to correct and charged a trip charge consistent with the current Schedule of Charges. If the situation again occurs, the pet shall be removed

from the premises. Pets that are not caged or properly restrained will be impounded and reported to the local Humane Society for removal. It shall be the responsibility of the resident pet owner to reclaim the pet at the expense of the resident. The Housing Authority shall not be responsible if any animal escapes from the residence due to its maintenance, inspections, or other activities.

4. When in common areas all pets must be held in the owner's arm(s) or caged unless the pet is used for mobility purposes

UNATTENDED PETS

Pet(s) may not be left unattended for more than twenty four (24) consecutive hours. If it is reported to MHA staff that a pet has been left unattended for more than a twenty four (24) hour period, MHA staff may contact the humane society to remove the pet and/or enter the unit for removal of the pet. Any expense to remove and reclaim the pet from any facility will be the responsibility of the resident.

PROHIBITED PETS

1. MHA will forbid the following kinds of animals from being kept as pets on any of its properties: Pitbull, Rottweiler, German Shepherd, Chow, Doberman Pinscher, any mix of these breeds, any part-wolf mix, exotic or wild animals or any species considered vicious, intimidating, known to be dangerous or with a history of biting, or kept for the purpose of training for fighting or wagering of bets (i.e. roosters for "cockfighting", etc.). MHA forbids the keeping of animals that have had their vocal cords cut, by a process commonly known as "debarking."
2. Exotic pets or barnyard animals are prohibited. (Snakes and reptiles, amphibians, rabbits and guinea pigs are considered exotic pets and/or barnyard animals.)

Pet Policy Violation Procedures

MHA reserves the right to require residents to remove any pet from the premises whose conduct (noise, biting, breeding, etc.) or condition is duly determined to constitute a nuisance or a threat to the health or safety of the other occupants or pets of the development, neighbors, staff, or visitors. MHA reserves the right to remove such a pet in the event that the pet owner does not or cannot remove the pet.

Notice of Pet Policy Violation

If MHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets:

- MHA may serve a written notice of Pet Policy violation on the pet owner in accordance with Section 9 (e) of the dwelling lease. The notice of lease violation must:
 1. Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 2. State that the pet owner has fourteen (14) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 3. State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 4. 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 pet owner's tenancy.
 5. The Pet Owner is provided the right to utilize the Grievance Procedure if they do not agree

Notice for Pet Removal

If the MHA pet owner has failed to correct the Pet Policy violation, the Housing Authority management may serve a written notice on the pet owner requiring the pet owner to remove the pet. The notice must:

1. Contain a brief statement of the factual basis for the determination and the Pet Policy or rules that have been violated;
2. State that the pet owner must remove the pet within seven (7) days of the effective date of service of the notice of pet removal; and
3. State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.
4. The Pet Owner may utilize the Grievance Procedure if they do not agree

Initiation of Procedures to Remove a Pet or Terminate the Pet Owner's Tenancy

MHA may not initiate procedures to terminate a pet owner's tenancy based on a Pet Policy violation, unless:

1. The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section (including any additional time permitted by MHA); and
2. The Pet Policy violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.
3. Appropriate notices to correct the violation(s) have been provided to the Pet Owner

MHA may initiate procedures to remove a pet under 24 CFR 5.327 (threat to health and safety) at any time, in

accordance with the provisions of applicable State or local law.

SCHEDULE OF FEES AND INITIAL DEPOSIT

FEE AND DEPOSIT SCHEDULE

(An Administrative Fee and One Time Deposit is required for each pet at the time of registration)

Type of Pet	Fee	Deposit
Dog	\$25	\$Equal to one-half the established unit size security deposit
Cat	\$25	Equal to one-half the established unit size security deposit
Type of Pet	Fee	Deposit
Fish Aquarium (No larger than 10 gallons)	\$0	\$0
Fish Bowl (Requires no power and no larger than ten gallons)	\$0	\$0
Caged Pets (hamsters, gerbils, birds)	\$0	\$0

The entire non-refundable administrative fee and deposit (subject to the exception listed below) must be paid prior to the execution of the Pet Policy Addendum. No pet shall be allowed in the unit prior to the completion of the terms of this Pet Policy.

THERE SHALL BE NO REFUND OF THE ADMINISTRATIVE FEE.

Any damage to the apartment, building, grounds, flooring, walls, trim, finishes, tiles, carpeting, or stains thereon, will be the full responsibility of the resident and the resident agrees to pay any costs involved in restoring the apartment to its original condition.

If MHA finds a residual odor problem left in the apartment, the resident agrees to pay for the cost of any and all materials or chemicals needed to repair to remove the odor. If odor removal fails, the resident agrees to pay for

replacement of carpeting, padding, wallboard, baseboard, etc., as is deemed necessary. The resident also agrees to abide by management's decision as to what is necessary.

It shall be a serious violation of the lease for any resident to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Section 9(e) of the lease (a serious violation) and the Housing Authority management will issue a notice to correct, and if not corrected, a termination notice in accordance with Section 16 of the dwelling lease. The resident pet owner will be entitled to a grievance hearing in accordance with the provisions of Section 15 of the dwelling lease.

Exceptions to the Pet Policy and Procedure

Management reserves the right, at its discretion, to waive any or all of the requirements of the Pet Policy and procedures as set forth herein. Such waivers must be requested by resident, in writing, at the time the pet is registered with the MHA. Sole discretion in approving such requests shall lie with the Manhattan Housing Authority, based on instances or circumstances that are warranted and can be documented by the resident requesting the waiver and verified by MHA management. Waivers will only be granted due to unique circumstances proven by the resident. Waiver of one or more sections of this Policy and Procedure shall not relieve pet owner from adherence to the remaining terms and conditions of this Policy. All waivers by Manhattan Housing Authority shall be in writing. A waiver due to Financial Hardship will not be considered.

Formatted: Left

RESIDENT ACKNOWLEDGMENT

Lease Addendum

After reading and/or having read to me this Pet Policy I/we the undersigned, hereinafter "I," agree to the following:

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this Pet Policy .

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay MHA for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless MHA for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable administrative fee of \$25.00 to cover some of the additional operating cost incurred by the MHA. I also understand that this fee is due and payable prior to the execution of this lease addendum. .

I agree to pay a refundable pet deposit of \$_____ to MHA. The Administrative Fee and initial Deposit must be paid prior to the execution of this lease addendum. The pet deposit may be used by MHA at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of my occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to me after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET (S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE MHA AT THE ANNUAL REEXAMINATION OR AS THEY EXPIRE, WHICHEVER OCCURS FIRST.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET (S) FROM THE PROPERTY OF THE MHA AND/OR EVICTION. I, ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE MHA. _

_____ I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM MHA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED ALSO, A PICTURE WILL BE TAKEN BY MHA STAFF OF THE PET FOR DOCUMENTATION. THE PICTURE WILL BE

MAINTAINED IN THE RESIDENT'S FILE WITH THE MHA MANAGEMENT OFFICE.

Head of Household (Undersigned)

Date

Housing Authority Representative

Date

Exhibit "1"
Preliminary Request for a Reasonable Accommodation

Leaseholder/Resident/Advocate Name: _____ S.S. #: _____

Current Address: _____ Move-In Date: _____

of Bedrooms: _____ Member of Household Accommodation is requested for: _____

A reasonable accommodation is needed because:

The accommodation will:

_____ Help you live in the housing or take part in MHA's program;

_____ Help you meet the lease requirements of MHA's program;

_____ Help you meet other requirements of MHA's program.

It is not necessary to disclose to the MHA the name of your disability or the nature or extent of your disability.

Physician/Health Care Provider name, address and telephone number:

Other comments you would like to make regarding this request: _____

By signing below you confirm the accuracy of the information submitted above. You will be mailed by the LMHA an "Authorization for Release of Medical Information" which will be forwarded to your physician. Your physician will then be required to confirm your eligibility and justify your request for LMHA.

Once this process has been completed, your Housing Manager will be in contact with you regarding the status of your request, which is based on medical reasons.

Leaseholder/Resident Signature

Phone Number

Date of Request

Do not write below line

For Office Use Only

Housing Manager/Aide Signature: _____

Date Received by Director of Property Management Department: _____

Date Authorization for Release of Medical Information sent to Leaseholder/Resident: _____

Date Medical Justification Letter sent to physician/health care provider: _____

Exhibit "2"

AUTHORIZATION FOR RELEASE
OF MEDICAL INFORMATION

To: _____

(Name & Address of Medical Provider)

RE: _____

The undersigned hereby authorizes you to verify, to the Manhattan Housing Authority, ("MHA"), P.O. Box 1024, Manhattan, KS, 66505-1024, whether the undersigned is an individual with handicaps as defined by 24 CFR 8.3. The undersigned also authorizes you to disclose to the MHA, the undersigned's need, if any, for an accessible feature (reasonable modification) to the undersigned's unit and/or a change in MHA's policies and/or procedures (reasonable accommodation) so that the undersigned may have an equal opportunity to use and enjoy his/her dwelling unit. The undersigned further authorizes you to disclose, to the MHA, exactly what is requested to accommodate the limitations imposed by the undersigned's handicaps, if any. However, you are not authorized to provide access to confidential medical records or disclose the specific handicaps to the MHA.

I hereby waive and release you from any restrictions imposed by law in disclosing any professional observation or communication to the MHA that is within the scope of this authorization.

This authorization is valid for ninety (90) days. A photocopy of this authorization shall be as effective as the original.

YOU MUST HAVE YOUR SIGNATURE NOTARIZED WHEN SENDING THE FORM BACK.

Date

Signature

Date of Birth

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Notary Public

Exhibit "3"

DEFINITIONS

To: Doctor/Other Qualified Person

Pursuant to 24 CFR 8.3, the definition of an individual with handicaps is provided below:

Individual with handicaps means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. For purposes of employment, this term does not include: Any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from performing the duties of the job in question, or whose employment, by reason of current alcohol or drug abuse, would constitute a direct threat to property or the safety of others; or any individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of the job. For purposes of other programs and activities, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others. As used in this definition, the phrase:

(a) Physical or mental impairment includes:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

(2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

(b) Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(c) Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

(d) Is regarded as having an impairment means:

(1) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;

(2) Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or

(3) Has none of the impairments defined in paragraph (a) of this section but is treated by a recipient as having such an impairment.

Exhibit "4"

PET OCCUPANCY REQUEST/REGISTRATION FORM

Resident Name: _____

Resident Address: _____

Resident Home Phone Number: _____

Resident Work Phone Number: _____

Alternate Pet Contact: _____

Address of alternate pet contact/care giver: _____

Home Phone Number: _____ Work Phone Number: _____

(List more than one, if applicable)

(To be completed by Veterinarian)

Description of Pet:

Name: _____ Breed: _____

Age: _____ Color: _____

Additional Markings/Information: _____

Height: _____ Weight: _____

Projected Weight at full growth: _____

Veterinarian's Signature

Date

“Exhibit “5”

PET OCCUPANCY REGISTRATION FORM

Resident Name: _____

Resident Address: _____

Resident Home Phone Number: _____

Resident Work Phone Number: _____

Alternate Pet Contact: _____

Address of alternate pet contact/care giver: _____

Home Phone Number: _____ Work Phone Number: _____

(List more than one, if applicable)

Description of Pet:

Name: _____ Breed: _____

Age: _____ Color: _____

Additional Markings/Information: _____

Height: _____ Weight: _____

Projected Weight at full growth: _____

License No.: _____

Copy of License/Tag obtained: ____ Yes ____ No

Picture of Pet is to be attached to this form.

Veterinarian Information/Certifications:

Name of Veterinarian: _____

Address: _____

Phone No.: _____

Certification of Inoculations: _____

Dated: _____

Date spayed or neutered: _____

Date declared (cats only): _____

How long has resident owned this pet? _____

Has your pet lived in rental housing before? _____ Yes _____ No

If so, fill in the following:

Name of apartment complex: _____

Manager's Name: _____

Phone No.: _____

Registration of all pets must be submitted to the Management Office before the pet is permitted on the premises.

Signature

Date

(For MHA use only)

Pet Photographed by: _____

LMHA Staff

Date

Resident has paid the appropriate Pet Deposit and Annual fee for the pet(s) being registered.

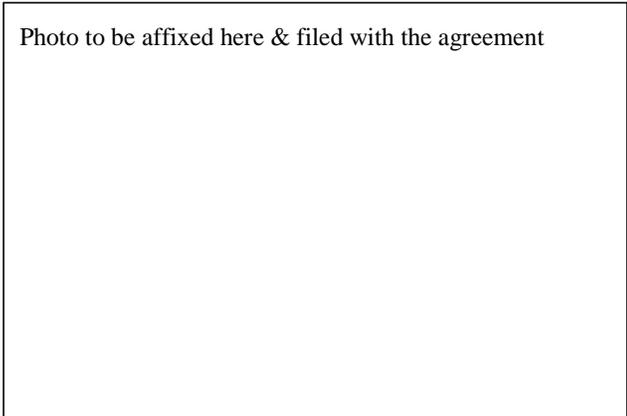
_____ Yes _____ No

Pet identification sticker affixed to unit door/window:

By: _____

LMHA Staff

Date



Adopted by Resolution No.

Manhattan Housing Authority Resident Advisory Board Members

Attachment No. ks063f03

Rosemary Shewmake
Carlson Plaza Secretary
425 Pierre St., 3-C
Manhattan, KS 66502

Lova Feldhausen
Carlson Plaza Vice President
425 Pierre St. Apt. 4-F
Manhattan, KS 66502

Pat & Norman Spain
Host/Hostess
300 No. 5th Street #10-B
Manhattan, KS 66502

Ann Noll
425 Pierre St. Apt. 4-G
Manhattan, KS 66502

Yvonne Harrold
Resident Host
425 Pierre Street #1-C
Manhattan, KS 66502

Linda Rose
Carlson Plaza Hostess
425 Pierre St., 5-B
Manhattan, KS 66502

Amy Price
1304 Baehr Place
Manhattan, KS 66502

Linda Wiley
Apt. Towers Treasurer
300 N 5th St., 4-F
Manhattan, KS 66502

Corliss Muse
Apt. Towers Secretary
300 N 5th, 3-A
Manhattan, KS 66502

Ida Leupold
MHA Commissioner
301 Brook Valley Rd.
Manhattan, KS 66502

Tabatha Neubert
Public Housing Manager
Manhattan Housing Authority
PO Box 1024
Manhattan, KS 66502

Toshiko Brumfield
300 N 5th St., 10-H
Manhattan, KS 66502

Bracha Arieli
3515 Hudson Circle
Manhattan, KS 66502

Gretchen Esping
Apartment Towers Hostess
300 No. 5th Street #2-B
Manhattan, KS 66502

JoAnn Sutton
Executive Director
Manhattan Housing Authority
PO Box 1024
Manhattan, KS 66502

Eli and Amanda Martinez
Flint Hills Place Host Family
1357 Flint Hills Place
Manhattan, KS 66502

Faye Stevenson
425 Pierre St. Apt. 5-J
Manhattan, KS 66502

Robert Fry
Apartment Towers President
300 N 5th, Apt. 5-D
Manhattan, KS 66502

Sandra Spickelmier
425 Pierre St. Apt. 2-K
Manhattan, KS 66502

Jose and Christine Reyes
1012 Pottawatomie Court
Manhattan, KS 66502

Marvin Hitschmann
1009 Pottawatomie Court
Manhattan, KS 66502

Jason Smith
Resident Services Coordinator
Manhattan Housing Authority
PO Box 1024
Manhattan, KS 66502

Michelle Hoppenstedt
2028 Judson St.
Manhattan, KS 66502

Catherine Pearl
300 N. 5th St. Apt. 10-B
Manhattan, KS 66502

Tasha Klein
300 N. 5th St. Apt. 2-B
Manhattan, KS 66502

Carolyn Vereen
403 S. 6th St.
Manhattan, KS 66502

Gretchen Esping
Apartment Towers Hostess
300 No. 5th Street #2-B
Manhattan, KS 66502

HOUSING AUTHORITY BOARD OF COMMISSIONERS

Attachment No. ks063g03

BOARD MEMBER NAME & ADDRESS	HOME PHONE	WORK PHONE	E-MAIL ADDRESS	LENGTH OF TERM	DATE OF APPOINTMENT	TERM EXPIRES
Bruce Snead 810 Pierre St Manhattan, KS 66502	785-537-7260	785-532-4992 Fax: 785-532-6952	bsnead@ksu.edu	4 Years	3/4/2005	3/3/2009
Torry Dickinson 2391 Grandview Terrace Manhattan, KS 66502	785-539-4028	785-532-7781	dickens@ksu.edu	4 Years	5/17/2006	3/3/2008
Gary D Olds 3308 Frontier Circle Manhattan, KS 66502	785-776-5437	785-564-2893	garyolds@sbcglobal.net	4 Years	3/4/2006	3/3/2010
Eileen A. Meyer 2429 Buena Vista Drive Manhattan, KS 66502	785-539-9333	785-313-5123	Eileenmeyer@realtyexecutives.com	4 Years	3/3/2007	3/3/2011
Ida Jane Leupold 301 Brook Valley Manhattan, KS 66502	785-565-0071	N/A Fax: N/A	n/a	4 Years	3/4/2007	3/3/2011
Randy Stitt 413 Highland Ridge Drive Manhattan, KS 66503	785-776-7588	785-323-4245 Fax: 785-323-1112	randy.stitt@cfnbmanhattan.com	4 Years	6/15/2004	3/3/2008
Vacant Seat						

CITY COMMISSIONERS	E-MAIL ADDRESS
Tom Phillips	phillips@ci.manhattan.ks.us
Mark Hatesohl	hatesohl@ci.manhattan.ks.us
Bob Strawn	strawn@ci.manhattan.ks.us
Bruce Snead	snead@ci.manhattan.ks.us
Jim Sherow	sherow@ci.manhattan.ks.us

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: MANHATTAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P06350105 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	\$0.	\$0	\$0	\$0	
2	1406 Operations	\$70,000.	\$70,000	\$70,000	\$70,000	
3	1408 Management Improvements Soft Costs	\$30,000.	\$54,153	\$53,886	\$53,886	
	Management Improvements Hard Costs	\$20,000.	\$13,659	\$11,614	\$11,614	
4	1410 Administration	\$64,301.	\$68,801	\$68,801	\$68,801	
5	1411 Audit	\$0.	\$0	\$0	\$0	
6	1415 Liquidated Damages	\$0.	\$0	\$0	\$0	
7	1430 Fees and Costs	\$16,750.	\$15,125	\$15,125	\$15,125	
8	1440 Site Acquisition	\$0.	\$0	\$0	\$0	
9	1450 Site Improvement	\$55,000.	\$28,997	\$28,997	\$28,997	
10	1460 Dwelling Structures	\$85,200.	\$88,497	\$88,497	\$88,497	
11	1465.1 Dwelling Equipment—Nonexpendable	\$22,000.	\$25,222	\$25,222	\$25,222	
12	1470 Nondwelling Structures	\$0.	\$0	\$0	\$0	
13	1475 Nondwelling Equipment	\$9,775.	\$8,572	\$7,821	\$7,821	
14	1485 Demolition	\$0.	\$0	\$0	\$0	
15	1490 Replacement Reserve	\$0.	\$0	\$0	\$0	
16	1492 Moving to Work Demonstration	\$0.	\$0	\$0	\$0	
17	1495.1 Relocation Costs	\$0.	\$0	\$0	\$0	
18	1499 Development Activities	\$0.	\$0	\$0	\$0	
19	1502 Contingency	\$0.	\$0	\$0	\$0	
20	Amount of Annual Grant: (sum of lines 1-19)	\$373,026.00	\$373,026.00	\$369,963.00	\$369,963.00	
21	Amount of line 20 Related to LBP Activities	\$0	\$0	\$0	\$0	
22	Amount of line 20 Related to Section 504 compliance	\$0	\$0	\$0	\$0	
23	Amount of line 20 Related to Security –Soft Costs	\$0	\$0	\$0	\$0	
24	Amount of Line 20 related to Security-- Hard Costs	\$36,500	\$10,431	\$10,431	\$10,431	
25	Amount of line 20 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0	

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: MANHATTAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P06350105 Replacement Housing Factor Grant No: N/A			Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)						
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
26	Collateralization Expenses or Debt Service	\$0	\$0	\$0	\$0	
27						

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

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program Grant No: KS16P06350105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
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	Original	Revised	
PHA-Wide	Salaries & Benefits		1406		\$70,000	\$70,000	\$70,000	\$70,000	100%
PHA-Wide	Computer Upgrades		1408		\$11,614	\$11,614	\$11,614	\$11,614	100%
PHA-Wide	Travel & Training		1408		\$5,000	\$5,268	\$5,000	\$5,000	100%
PHA-Wide	Administrative Contracts		1408		\$6,786	\$6,786	\$6,786	\$6,786	100%
PHA-Wide	Salaries & Benefits		1408		\$42,100	42,100	\$42,100	42,100	100%
PHA-Wide	Conference Room Upgrade		1408		\$0	\$2,044	\$0	\$0	0%
PHA-Wide	Salaries & Benefits		1410		\$68,801	\$68,801	\$68,801	\$68,801	100%
KS16P063010 Pottawatomie Ct Hudson Circle	A/E Study Gas vs. Electrical HVAC		1430		\$1,500	\$0	\$1,500	\$0	0%
PHA-Wide	A/E Fees Phase I		1430		\$15,250	\$15,125	\$15,250	\$15,125	100%
KS16P063010 Hudson Circle	Driveway Repair		1450		\$2,000	\$2,000	\$2,000	\$2,000	100%
KS1P063008 Carlson Plaza	Replace Sidewalks & Handrails		1450		\$7,000	\$10,930	\$7,000	\$10,930	100%
KS16P063008 Carlson Plaza	Resurface Parking Lot		1450		\$9,100	\$11,296	\$9,100	\$11,296	100%
KS16P063007 Baehr Place	Purchase Playground Equipment		1450		\$900	\$1,338	\$900	\$1,338	100%
KS16P063007 Baehr Place KS016P063010 Pottawatomie Court KS16P063005 Flint Hills Place	Purchase Benches		1450		\$2,000	\$2,237	\$2,000	\$2,237	100%

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

PHA Name: Manhattan Housing Authority		Grant Type and Number				Federal FY of Grant: 2005			
		Capital Fund Program Grant No: KS16P06350105							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA- Wide	Replace Carpet as Needed		1450		\$3,000	\$1,197	\$3,000	\$1,197	100%
KS16P063007 Baehr Place	Replace Kitchen Cabinets/Countertops		1460	20	\$40,000	\$38,066	\$40,000	\$38,066	100%
KS16P063006 Apt. Towers	Install Emergency Boiler Switch		1460	2	\$1,200	\$0	\$1,200	\$0	0%
KS16P063008 Carlson Plaza	Replace Entry Doors		1460	4	\$15,000	\$10,431	\$15,000	\$10,431	100%
PHA-Wide	Materials		1460		\$20,000	\$20,000	\$20,000	\$20,000	100%
PHA-Wide	Contracts		1460		\$20,000	\$20,000	\$20,000	\$20,000	100%
KS16P063007 Baehr Place	Review Electrical Service to All five Buildings and Upgrade as Necessary		1460	5 Bldgs	\$7,500	\$0	\$7,500	\$0	0%
PHA-Wide	Phase-Out Program Stoves & Refrigerators		1465.1	16 Ea.	\$2,233	\$2,313	\$2,233	\$2,313	100%
KS16P063007 Baehr Place	Replace Stoves & Refrigerators		1465.1	20 Ea.	\$12,000	\$22,908	\$12,000	\$22,908	100%
PHA-Wide	Maintenance Uniform Program		1475		\$8,567	\$7,673	\$8,567	\$7,673	100%
PHA-Wide	Replace Air Compressor		1475	1	\$500	\$0	\$500	\$0	0%
PHA-Wide	Purchase 20' Ladder		1475	1	\$300	\$300	\$300	\$0	0%
PHA-Wide	Purchase Auger		1475	1	\$300	\$300	\$300	\$0	0%
PHA-Wide	Purchase Steamer		1475	1	\$75	\$0	\$75	\$0	0%
PHA-Wide	Purchase Drill		1475	1	\$100	\$99	\$100	\$99	100%
PHA-Wide	Purchase Air Compressor		1475	1	\$0	\$151	\$0	\$0	0%
PHA-Wide	Purchase Wet Vacs		1475	2	\$200	\$49	\$200	\$49	25%
	Total				\$373,026.00	\$373,026.00	\$373,026.00	\$369,963.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program No: KS16P06350105 Replacement Housing Factor No:					Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-WIDE								
1406	12-31-05			12-31-05				
1408	12-31-06	12/31/2007		12-31-06	12/31/2007		Upgrade of the Administrative Conference Room	
1410	12-31-05			12-31-05				
1430	12-31-06	09/30/07	09/30/07	12-31-07	09/30/07	09/30/07	Completion of Project	
1465.1	03-31-07	09/30/07	09/30/07	09-30-07	09/30/07	09/30/07	All Purchased	
KS16P063005 FLINT HILLS PLACE								
1460	12-31-06	n/a	n/a	06-30-07	n/a	n/a	Project was removed from CFP	
KS16P063006 APT. TOWERS								
1460	12-31-05	n/a	n/a	12-31-05	n/a	n/a	Project was removed from CFP	
KS16P063007 BAEHR PLACE								
1460	03-31-07	09/30/07	09/30/07	12-31-07	09/30/07	09/30/07	Completion of Project	
1465.1	03-31-07	09/30/07	09/30/07	12-31-07	09/30/07	09/30/07	Completion of Project	
KS16P063008 CARLSON PLAZA								
1450	12-31-06	09/30/07	09/30/07	09-30-07	09/30/07	09/30/07	Completion of Project	
1460	12-31-06	09/30/07	09/30/07	06-30-07	09/30/07	09/30/07	Completion of Project	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Manhattan Housing Authority		Grant Type and Number Capital Fund Program No: KS16P06350105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
KS16P063010 POTT. COURT HUDSON CIRCLE							
1430	06-30-07	09/30/07	09/30/07	12-31-07	09/30/07	09/30/07	Completion of Project
1450	03-31-07	09/30/07	09/30/07	09-30-07	09/30/07	09/30/07	Completion of Project

Annual Statement/Performance and Evaluation Report

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

PHA Name: MANHATTAN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: KS16P06350106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
----------------------------------------------	----------------------------------------------------------------------------------------------------------------------	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$70,000	\$70,000	\$70,000	\$70,000
3	1408 Management Improvements	\$34,300	\$41,163	\$41,163	\$35,770
4	1410 Administration	\$65,000	\$71,723	\$71,723	\$71,723
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$12,000	\$12,000	\$0	\$0
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$3,140	\$0	\$0	\$0
10	1460 Dwelling Structures	\$147,575	\$137,840	\$98,457	\$98,457
11	1465.1 Dwelling Equipment—Nonexpendable	\$3,000	\$2,569	\$2,569	\$2,569
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$21,000	\$31,238	\$29,578	\$29,578
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$356,015.00	\$366,534.00	\$313,490.00	\$308,097.00
22	Amount of line 21 Related to LBP Activities	\$0	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs		\$31,575.00	\$26,240	\$26,240
26	Amount of line 21 Related to Energy Conservation Measures		\$3,555	\$3,555.00	\$3,555.00

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

PHA Name: MANHATTAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P06350106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
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	Salaries & Benefits	1406		\$70,000	\$70,000	\$70,000	\$70,000	100%
PHA-WIDE	Salaries & Benefits	1408		\$15,000	\$19,090	\$19,090	\$19,090	100%
PHA-WIDE	Travel & Training	1408		\$5,000	\$5,000	\$5,000	\$5,000	100%
PHA-WIDE	Computer Upgrades	1408		\$10,000	\$13,518	\$8,125	\$8,125	60%
PHA-WIDE	Utility and Energy Audit	1408		\$4,300	\$3,555	\$3,555	\$3,555	100%
PHA-WIDE	Salaries	1410		\$65,000	\$71,723	\$71,723	\$71,723	100%
PHA-WIDE	A/E Fees Phase II	1430		\$12,000	\$12,000	\$0	\$0	0%
KS16P063010 Pottawatomie Ct	Replace Pottawatomie Court Playground Equipment	1450		\$3,140	\$0	\$0	\$0	0%
KS16P063007 Baehr Place	Replace bathroom vanities, mirrors, bathtubs, add showers and tub surrounds, flooring, replace all light fixtures	1460		\$60,000	\$0	\$0	\$0	0%
KS16P063007 Baehr Place	Upgrade Electrical Service	1460		\$0	\$29,702	\$0	\$0	0%
KS16P063006 Apartment Towers KS16P063008 Carlson Plaza	Replace Carpet as Needed	1460		\$5,000	\$5,000	\$654	\$654	13%
KS16P063006 Apartment Towers	Install New Locks/Lock Box Key	1460		\$20,575	\$26,240	\$26,240	\$26,240	100%
KS16P063008 Carlson Plaza	Install New Locks/Lock Box Key	1460		\$11,000	\$5,335	\$0	\$0	0%
KS16P063006 Apartment Towers	Add GFI Breakers	1460		\$1,000	\$1,000	\$1,000	\$1,000	100%
PHA-WIDE	Materials	1460		\$25,000	\$25,000	\$25,000	\$25,000	100%

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

PHA Name: MANHATTAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: KS16P06350106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
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	Contracts	1460		\$25,000	\$25,000	\$25,000	\$25,000	100%
KS16P063007 Baehr Place	Replace Kitchen Cabinets	1460		\$0	\$20,563	\$20,563	\$20,563	95%
PHA-Wide	Replace Stoves as needed	1465		\$1,500	\$828	\$828	\$828	100%
PHA-Wide	Replace Refrigerators as needed	1465		\$1,500	\$1,741	\$1,741	\$1,741	100%
PHA-Wide	Replace Uniforms	1475		\$5,000	\$5,000	\$5,000	\$5,000	100%
KS16P063008 Carlson Plaza	Replace Air Compressor	1475		\$15,000	\$18,050	\$18,050	\$18,050	100%
PHA-WIDE	Purchase Weed Eater	1475		\$800	\$560	\$0	\$0	0%
PHA-WIDE	Purchase Blower	1475		\$200	\$100	\$0	\$0	0%
KS16P063008 Carlson Plaza	Replace Hot Water Heater	1475		\$0	\$6,528	\$6,528	\$6,528	100%
KS16P063008 Carlson Plaza	Replace Air Conditioning Condenser	1475		\$0	\$1,000	\$0	\$0	0%
				\$356,015.00	\$366,533.00	\$308,097.00	\$308,097.00	

MANHATTAN HOUSING AUTHORITY

VIOLENCE AGAINST WOMEN ACT (VAWA) AND VICTIMS OF DOMESTIC VIOLENCE POLICY AND PROCEDURE

I. VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT 2005

The Violence Against Women Act (VAWA) and Justice Department Reauthorization Act of 2005 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs. Reference document is PIH Notice 2006-42 issued on December 27, 2006.

II. PURPOSE

The purpose of this Policy is to reduce domestic violence, dating violence, stalking and to prevent homelessness by:

- a) protecting the safety of victims;
- b) providing housing options for victims
- c) assisting the MHA to respond appropriately to the violence while maintaining a safe environment for MHA employees, tenants, applicants Section 8 participants, program participants and others.

This policy will assist the MHA in providing rights under the Violence Against Women Act to applicants, public housing tenants, Section 8 participants, program participants and others.

III. POLICY STATEMENT

MHA's policy is to comply with the 2005 VAWA pub.L. 109-162 Stat. 2960 signed into law on January 5, 2006. MHA shall not discriminate against applicants, public housing tenants, Section 8 participants, or other program participants on the basis of rights or privileges provided under the VAWA.

Further, it is MHA's policy to comply with the State of Kansas Safe at Home Program.

This policy is incorporated into MHA's Admissions and Continued Occupancy Plan for the administration of the public housing program and the Section 8 Administrative Plan and applies to all MHA administered housing programs.

IV. DEFINITIONS

For the purposes of this policy the following definitions will apply:

Domestic Violence: The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: The term 'dating violence' means violence committed by a person

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

Stalking is defined as:

- (A) the acts of
 - (i) follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and
 - (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
- (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to
 - (i) that person;
 - (ii) a member of the immediate family of that person; or
 - (iii) the spouse or intimate partner of that person

Immediate Family Member is defined as:

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parent; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

Perpetrator: A person who commits an act of domestic violence, dating domestic violence or stalking against a victim.

Victim: Is a person who is the victim of domestic violence, dating violence or stalking under this Policy and who has timely and completely completed the certification form as requested by the MHA under Sections 4.2 and 4.3.

IV. CERTIFICATION AND CONFIDENTIALITY

A. HUD-Approved Certification Form (HUD-50066)

In response to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a tenant's participation in the housing program, he/she will be requested in writing to complete, sign and submit, within fourteen (14) business days of the request, a HUD approved certification form. On the form, the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse, and shall also provide the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or other information of the perpetrator.

B. Other Certification

In addition to self certification the MHA may require the family member to provide

- 1) a federal, state, tribal, territorial, or local police or court record; or
- 2) documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or medical professional, from whom e the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C 1746) to the professional belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

C. Failure to Provide Certification Under Sections IV.A and IV.B

The person shall provide complete and accurate certifications to the MHA, owner or manager within fourteen (14) business days after the party requests in writing that the person completes the certifications. If the person does not provide a complete and accurate certification within fourteen (14) business days, MHA, the owner or manager may take action to deny or terminate participation or tenancy.

D. Confidentiality

1. MHA, the owner and manager shall keep all information provided under this section confidential. The MHA, owner or manager shall not enter the information into a shared database or provide to any related entity except to the extent that:
 - 1) the victim requests or consents to the disclosure in writing;
 - 2) the disclosure is required for:
 - i) eviction from public housing (See Section 5 of this policy)
 - ii) termination of Section 8 assistance (see Section V of this policy); or
 - 3) the disclosure is required by applicable law

V. APPROPRIATE BASIS FOR DENIAL OF ADMISSION, ASSISTANCE OR TENANCY

- A. MHA shall not deny participation or admission to a program on the basis of a persons victim status, if the person otherwise qualifies for admission or assistance.
- B. An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be serious or repeated violation of the lease by the victim and shall not be good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a tenant.
- C. Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause of termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenants family is the victim of that domestic violence, dating violence or stalking.
- D. Notwithstanding Sections 5.A, 5.B or 5.C MHA, an owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of

physical violence against family members or others without evicting, removing, terminating assistance to or otherwise penalize the victim of the violence who is also a tenant or lawful occupant.

- E. Nothing in Sections 5.A, 5.B or 5.C shall limit the authority of the MHA, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution of possession of property among the household members when the family breaks up.
- F. Nothing in Sections 5.A, 5.B or 5.C limits MHA, an owner or manager's authority to evict or terminate assistance to any tenant for any violation of the lease not premised on the act or acts of violence against the tenant or member of the tenant's household. However the MHA, owner or manager may not hold a victim to a more demanding standard.
- G. Nothing in Sections 5.A, 5.B or 5.C limits the MHA, an owner or manager's authority to evict or terminate assistance or deny admission to a program if the MHA, owner or manager can show an actual and imminent threat to other tenants, neighbors, guests, employees, persons providing services to the property or others if the tenant family is not evicted or terminated from assistance or denied admission.
- H. Nothing in Sections 5.A, 5.B or 5.C limits the MHA, and owner or manager's authority to deny admission, terminate assistance or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.
- I. A Section 8 recipient who moves out of a assisted dwelling unit to protect their health or safety and who;
 - 1) is a victim under this Policy;
 - 2) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and 3) has complied with all other obligations of the Section 8 program may receive a voucher and move to another Section 8 jurisdiction.
- J. A public housing tenant who wants to transfer to protect their health or safety and who;
 - 1) is a victim under this Policy;
 - 2) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and 3) has complied with all other obligations of the public housing program may transfer to another MHA unit.

VI. ACTIONS AGAINST A PERPETRATOR

A. MHA may evict, terminate assistance, deny admission to a program or debar a perpetrator from its property under this Policy. The victim shall take action to control or prevent domestic violence, dating violence or stalking. The action may include but is not limited to;

- 1) obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator;
- 2) obtaining and enforcing a debarment/trespass against the perpetrator;
- 3) enforcing MHA or law enforcement's debarment/trespass of the perpetrator;
- 4) preventing the delivery of the perpetrator's mail to the victims unit;
- 5) providing identifying information listed in Section IV.A; and
- 6) other reasonable measures.

VII. MHA RIGHT TO TERMINATE HOUSING AND HOUSING ASSISTANCE UNDER THIS POLICY

A. Nothing in this Policy will restrict the MHA, owner or manager's right to terminate tenancy for lease violations by a tenant who claims VAWA as a defense if it is determined by the MHA, owner or manager that such a claim is false.

B. Nothing in this Policy will restrict the MHA right to terminate tenancy if the victim tenant (1) allows a perpetrator to violate a court order relating to the act or acts of violence; or (2) if the victim tenant allows a perpetrator who has been barred from MHA property to come onto MHA property including but not limited to the victim's unit or any other area under their control.

C. Nothing in this Policy will restrict the MHA's right to terminate housing and housing assistance if the victim tenant who claims as a defense to an eviction or termination action relating to domestic violence has engaged in fraud and abuse against a federal housing program. Such fraud and abuse includes but is not limited to unreported income and ongoing boarders and lodgers violations, damage to property, or other serious or repeated lease violations.

VIII. STATEMENTS OF RESPONSIBILITY OF TENANT VICTIM, THE MHA TO THE VICTIM, AND TO THE LARGER COMMUNITY

A. A tenant victim has no less duty and responsibility under the lease to meet and comply with the terms of the lease than any other tenant not making such a claim. Ultimately all tenants must be able to take personal responsibility for themselves and exercise control over their households in order to continue

their housing and housing assistance. The MHA will continue to issue Notices of Lease Violation to all tenants who violate the lease including those who claim a defense of domestic violence.

- B. The MHA recognizes the pathologic dynamic and cycle of domestic violence and will work with victims of domestic violence through the agency's Resident Services Program and other local victim support service providers to help victims break the cycle of domestic violence through counseling and the development of an agreed to Safety Plan.
- C. A tenant victim who claims as a defense to a lease violation that the violation is directly related to domestic violence will be referred to the MHA Resident Services Program for counseling, referral and development of a Safety Plan.
- D. A tenant victim who refuses assistance or whom fails to comply with the Safety Plan such that subsequent lease violations occur where the tenant claims domestic violence as a defense, will be issued a Notice of Lease Violation and provided an opportunity to correct, thereby providing a second opportunity to retain their housing provided that the violations do not create an imminent threat to staff, other tenants, manager or owner and where the victim tenant demonstrates a sincere desire to terminate the abusive relationship. If the victim tenant refuses to terminate the abusive relationship, the tenant will be considered to be unable to abide by the lease and will be terminated.
- E. All damages including lock changes will be the responsibility of the tenant victim. This is in keeping with other agency policies governing tenant caused damages.

IX. NOTICE TO APPLICANTS, PARTICIPANTS, TENANTS, SECTION 8 MANAGERS AND OWNERS

- A. MHA shall provide notice to applicants, participants, tenants, managers and owners of their rights and obligations under the Violence Against Women Act (VAWA).

X. REPORTING REQUIREMENTS

- A. MHA shall include in its 5 year plan a statement of goals, objectives, policies or programs that will serve the needs of victims. MHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service provider to victims to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

XI. CONFLICT AND SCOPE

- A. This Policy does not enlarge MHA's duty under any law, regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance the law, regulation or ordinance shall control. If this Policy Conflicts with any other MHA Policy such as the Admissions and Continued Occupancy Policy or Section 8 Administrative Plan this Policy will control.

XII. SAFE AT HOME PROGRAM

- A. In accordance with the laws of the Safe at Home Program, the Manhattan Housing Authority, upon notification and the provision of verification by an applicant that they are a participant in the Safe at Home Program, will coordinate verification of past rental history with a housing authority not located in our region to gather the background information. The purpose of this program is to prevent disclosure of any information to abusers of the whereabouts of a victim or where they may be relocating to. The MHA will also provide such services for other agencies as needed and agreed to.

MANHATTAN HOUSING AUTHORITY

POLICY

FOR TRACKING AND REPORTING

CRIME AND CRIME RELATED ACTIVITY

Any and all Housing Authority staff that has information concerning any criminal activity, illegal drug related activity or the abuse of alcohol on any of the Housing Authority's developments shall report such activities immediately to the Executive Director or designee. In appropriate cases, it shall be immediately reported to the local law enforcement agency for investigation and disposition. Upon completion of the investigation by the local law enforcement agency, the Housing Authority shall request a copy of the police report concerning the incident(s). This information shall be kept on file for future use by the Housing Authority. The employee that reports such information shall document in writing, the incident and shall indicate the time place and parties involved. This information shall be attached to the police report, if applicable, and kept on file for future use.

The Manhattan Housing Authority shall review electronic Police reports daily to determine if any activities relating to any crime or disturbances occurred on property owned, operated, managed or assisted by the Manhattan Housing Authority. This information shall be utilized in confidence to determine continuation of assistance and/or corrective actions required, and shall be kept on file for future use.

The Administrative Office shall maintain a tracking system that records and documents all crime and crime related activities on each development. This information shall be used to 1) determine security needs by development, 2) involve local law enforcement agencies in providing adequate law enforcement and security, 3) to report incidents of crime to the Board of Commissioners upon request and 5) provide information to the Department of Housing and Urban Development as required.

2008 CAPITAL FUND

- Travel & Training
- Computer Upgrades
- Salaries & Benefits (Administration)
- A/E Fees and Costs – Pottawatomie Court/Hudson Circle HVAC Replacement
- Environmental Review – Pottawatomie Court/Hudson Circle/Baehr Place
- Add Dumpster Screening – (Apartment Towers)
- Trim All Trees (Pottawatomie Court, Hudson Circle, Baehr Place, Apartment Towers, Carlson Plaza)
- Repair Sprinkler Systems (Pottawatomie Court, Hudson Circle)
- Add GFCI Breakers (Carlson Plaza)
- Replace Carpet as Needed (Carlson Plaza, Apartment Towers)
- Replace Passage Locks (Pottawatomie Court and Carlson Plaza)
- Replace Light Fixtures (Baehr Place)
- Replace Stoves and Refrigerators as Needed (Apartment Towers, Carlson Plaza)
- Replace Carbon Monoxide Detectors (Pottawatomie Court, Hudson Circle, Baehr Place)
- Replace HVAC Systems (Pottawatomie Court, Hudson Circle)
- Replace Trash Compactor (Carlson Plaza)
- Maintenance Uniform Program (PHA Wide)
- Purchase Salt Spreader (PHA Wide)
- Purchase Concrete Grinder (PHA Wide)
- Purchase Sewer Camera (PHA Wide)
- Replace John Deere Tractor Brush (PHA Wide)
- Purchase Carpet Steam Cleaners (PHA Wide)