

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2009

Annual Plan for Fiscal Year 2009

MANHATTAN HOUSING AUTHORITY

ks063v02

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) 01/01/2009

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 232
 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 2000 - 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) **74 (Financial Substandard)**
 - Improve voucher management: (SEMAP score) **96**
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
public housing finance; effective resident services; strengthen inspection program
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

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

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

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

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

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

Other PHA Goals and Objectives: (list below)

- *Manage 48 Tax Credit units (The Gardens at Flint Hills)*
 - *Maintain 100% lease-up*
 - *Ensure financial solvency and compliance with Section 42*
- *Improve communication between residents, staff, Board of Commissioners and City Administration*
- *Re-establish the agency as a High Performing PHA*
 - *Reduce Liabilities and Expenses where feasible*
 - *Increase Revenue*
- *Provide Property Maintenance under contract with Manhattan Area Housing Partnership (MAHP), a 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*
- *Ensure Community awareness of programs and services, increase awareness in community*
- *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.*
- *Collaborate with other social service agencies in the community to ensure delivery of services to MHA client population*
- *Review policies and procedures and revise as necessary*
- *Review Mission Statement and revise as necessary to ensure it continues to reflect the overall mission of the Manhattan Housing Authority*

Annual PHA Plan
PHA Fiscal Year 2009

[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 was approved through the use of Low Income Housing Tax Credits (LIHTC) and a Construction Loan. The Evidentiary Materials were approved by HUD in 2007, and subsequently the property was transferred to Manhattan Area Housing Partnership (MAHP) on September 5, 2007. The strategy was to rehabilitate all sixty (60) units, leaving 30 units under Public Housing guidelines (dual designated PH/LIHTC) and the remaining thirty (30) units operated as LIHTC units. Significant rehabilitation occurred through this process, with emphasis on the interior. The exterior of the units, although in need of a 'facelift', are solid and not a candidate for demolition. The improvements will ensure marketability and enable the development to become more congruent with The Gardens at Flint Hills, and 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 were 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 scattered 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 high rises (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 Apartment Towers and Carlson Plaza. 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 security 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 2007; however, with proposed changes in FASS scoring, the Manhattan Housing Authority is petitioning the Real Estate Assessment Center (REAC) for removal of the Troubled Status. It is believed that if 2007 were scored under the new rules, a Troubled designation would not have been received, and MHA wishes to not carry the Troubled designation through the 2008 transition year. Staff has been creative in finding ways to increase revenue and decrease expenses; however, this is an on-going process. New revenue sources were created (i.e., installation of cell towers on Apartment Towers, management fees generated by The Gardens at Flint Hills and Flint Hills Improvements, formerly known as Flint Hills Place). 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 Housing Authority is working toward reducing year-end liabilities by proposing revisions to the Personnel Policy, which would limit the amount of accrued compensation paid at time of termination. This will create an expense initially; however will reflect favorably in future years.

The Manhattan Housing Authority continues to provide property maintenance services under a contractual agreement with MAHP, 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 Contents | 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 | 40 |
| 9. Designation of Housing | 41 |
| 10. Conversions of Public Housing | 42 |
| 11. Homeownership | 43 |
| 12. Community Service Programs | 45 |
| 13. Crime and Safety | 48 |
| 14. Pets (Inactive for January 1 PHAs) | 50 |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 50 |
| 16. Audit | 50 |
| 17. Asset Management | 51 |
| 18. Other Information | 53 |

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 2008 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 2009 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 | 5 Year and Annual Plans |

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

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | <input type="checkbox"/> check here if included in Section 8 Administrative Plan | |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| 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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | 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 | Affordability | Supply | Quality | Accessibility | Size | Location |
| 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: 2009
- 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.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List | | | |
|--|---|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> | Section 8 tenant-based assistance | | |
| <input checked="" type="checkbox"/> | Public Housing | | |
| <input type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 52 | | 70 |
| Extremely low income <=30% AMI | 35 | 67% | |
| Very low income (>30% but <=50% AMI) | 11 | 21% | |
| Low income (>50% but <80% AMI) | 6 | 12% | |
| Families with children | 21 | 40% | |
| Elderly families | 5 | 10% | |
| Families with Disabilities | 15 | 29% | |
| Race/ethnicity White | 43 | 83% | |
| Race/ethnicity Black | 7 | 13% | |
| Race/ethnicity Mixed | 1 | 1.33% | |
| Race/ethnicity Latino | 1 | 1.33% | |
| Race/ethnicity Indian/Alaskan | 1 | 1.33% | |
| | | | |

| Characteristics by Bedroom Size (Public Housing Only) | | | |
|---|-----|-----|-----|
| 1 BR | 31 | 60% | 30 |
| 2 BR | 12 | 23% | 27 |
| 3 BR | 6 | 12% | 10 |
| 4 BR | 3 | 5% | 3 |
| 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 | 280 | | 125 |
| Extremely low income <=30% AMI | 189 | 68% | |
| Very low income (>30% but <=50% AMI) | 79 | 28% | |
| Low income (>50% but <80% AMI) | 12 | 4% | |
| Families with children | 161 | 58% | |
| Elderly families | 17 | 6% | |
| Families with Disabilities | 57 | 20% | |
| Race/ethnicity White | 173 | 62% | |
| Race/ethnicity Latino | 11 | 3% | |
| Race/ethnicity Black | 78 | 28% | |
| Race/ethnicity Indian/Alaskan | 3 | 1% | |

| Housing Needs of Families on the Waiting List | | | |
|---|----|-----|--|
| Race/ethnicity Pacific Islander | 1 | .5% | |
| Race/ethnicity Asian | 1 | .5% | |
| Race/ethnicity Mixed | 13 | 5% | |
| 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 (ie, Realtors Association, civic groups, etc).

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 2009 grants) | | |
| a) Public Housing Operating Fund (includes Transitional Funding) | 552,890 | |
| b) Public Housing Capital Fund | 258,448 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 902,898 | |
| 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 (TBRA) | 150,000 | TBRA Program |
| Other Federal Grants (list below) | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| 2008 Replacement Housing Funds | 111,407 | Replacement Housing |
| 2006 Capital Fund | 20,426 | Modernization |
| 2006 ROSS Grant | 6,350 | ROSS Coord Sal/Benefits |
| 2007 Capital Fund | 208,311 | Modernization |
| | | |
| 3. Public Housing Dwelling Rental Income | 379,860 | Operations |
| 4. Other income (list below) | | |
| Cellular Towers | 38,400 | General Fund |
| CHDO Property Maint. Agreement | 5,000 | General Fund |
| CHDO Property Mgmt. Agrmt. | 23,500 | General Fund |
| Vending Machines, Late Fees, Work Orders, Etc. | 15,000 | General Fund |
| Interest | 3,500 | General Fund |
| 4. Non-federal sources (list below) | | |
| | | |
| Total resources | 2,675,990 | |

- o *Operating Subsidy 88.96% eligibility in 2009*

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)
 - *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)
 - *Displaced due to local economic development*
 - *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)

- 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
- 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:

- o *Medical incapacitation during search period*
- o *Reasonable Accommodation*
- o *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)

- 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 *Quarterly Newsletter and/or mailings*

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)
 - o *Child Care Expenses for working families or families participating in economic self-sufficiency programs (ie student)*

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)
 - o 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 a change in household income or composition, whether or not it will affect the amount of rent they pay or the size of unit they are assigned to***

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)
- 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.

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 | 232 | 70 |
| Section 8 Vouchers | 197 | 75 |
| 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 | 6 | 3 |
| Family Self-Sufficiency | 13 | 5 |

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 KS16P06350109 FFY of Grant Approval: (2009)

X Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|-----------------|---|-----------------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$248,448.00 |
| 3 | 1408 Management Improvements | \$10,000.00 |
| 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) | \$258,448.00 |
| 21 | Amount of line 20 Related to LBP Activities | \$0.00 |
| 22 | Amount of line 20 Related to Section 504 Compliance | \$0.00 |
| 23 | Amount of line 20 Related to Security | \$0.00 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | \$0.00 |
| | TOTAL | \$258,448.00 |

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|-----------------------------------|-----------------------------|
| PHA-Wide | Operations | 1406 | \$248,448 |
| PHA-Wide | Upgrade Telephone System | 1408 | \$10,000 |
| | | | |
| | | | |
| | | | |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|--|---|
| PHA Wide KS063 | 10/31/2009 | 10/31/2009 |

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name ***KS063f01***)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
The Manhattan Housing Authority will accumulate RHF funds to develop or acquire replacement units; RHF plan has been submitted with this Annual Plan for approval.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved , submitted, or planned for submission: _ |
| 5. Number of units affected: |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

(date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|---|---|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Federal Program authority: | |
| | <input type="checkbox"/> HOPE I |
| | <input type="checkbox"/> 5(h) |
| | <input type="checkbox"/> Turnkey III |
| | <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) | |
| | <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program |
| | <input type="checkbox"/> Submitted, pending approval |
| | <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u> | |
| 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 | 6 | 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 2009 Estimate) | Actual Number of Participants (As of: 09/30/2008) |
| Public Housing | 6 | 6 |
| Section 8 | 15 | 13 |

- 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 will be addressed pending funds availability.*
 - o *Since a homicide occurred in January 2007 at Flint Hills Place, residents perceive a need for additional security measures. However, repeated attempts to form a Neighborhood Watch have been unsuccessful.*

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)
- *Apartment Towers and Carlson Plaza*
 - *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)
 - Providing space for sub-station to Riley County Police Department at Flint Hills Place, Pottawatomie Court
 - Providing lock box for entrance door access key at Apartment Towers and Carlson Plaza for RCPD to do random walk-throughs
 - 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)
- *Apartment Towers and Carlson Plaza*
 - *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: *State of Kansas*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

Attachments

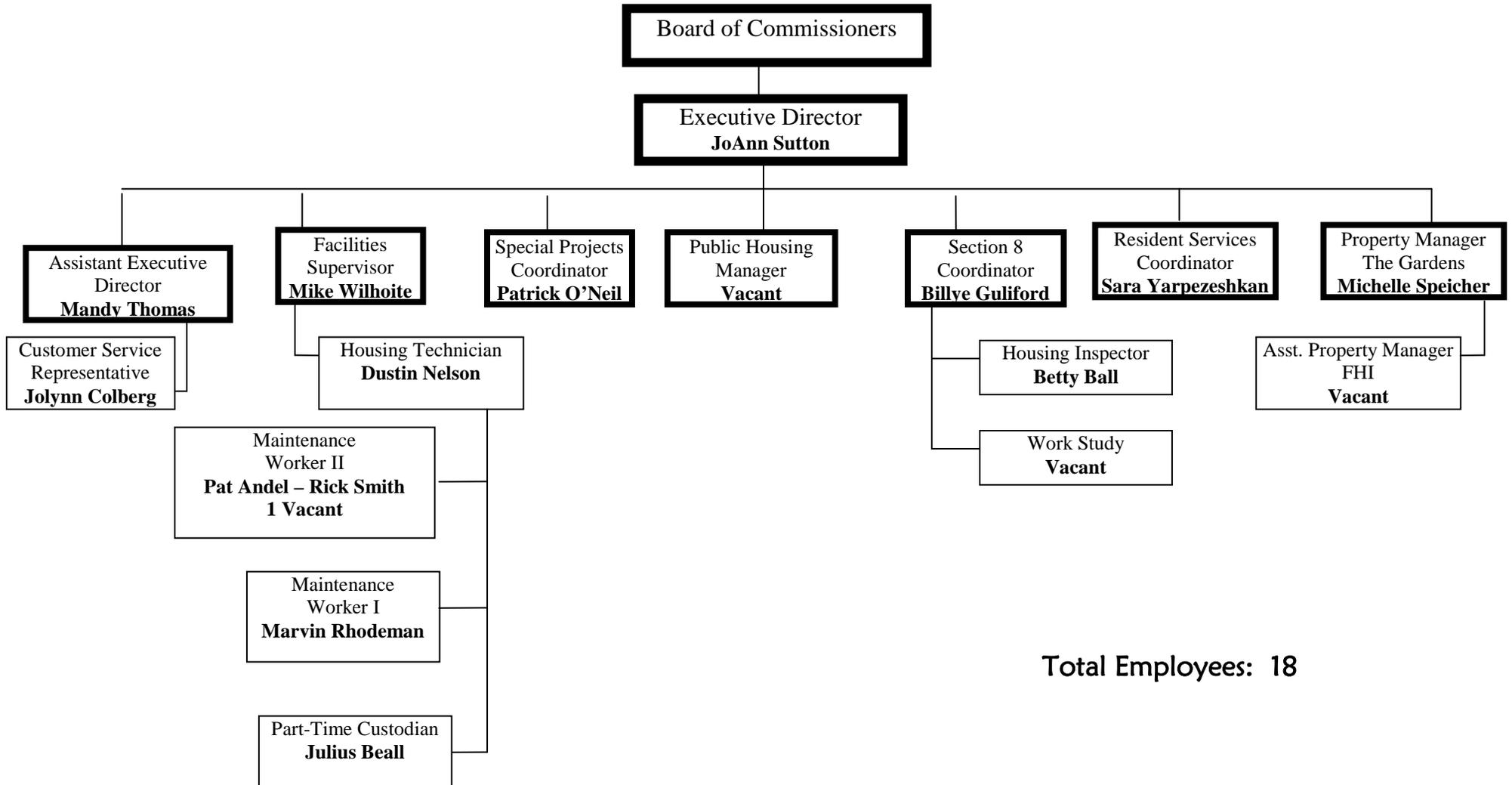
Attachment No.

Attachment Description

| | |
|----------|--|
| KS063a01 | Organizational Chart |
| KS063b01 | Board of Commissioners |
| KS063c01 | Resident Advisory Board Members |
| KS063d01 | Violence Against Women Act (VAWA) Policy |
| KS063e01 | Capital Fund Tables |
| KS063f01 | Five-Year Plan |
| KS063g01 | Replacement Housing Plan |

Manhattan Housing Authority

October 3, 2008



Total Employees: 18

MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS

ks063b02

| BOARD MEMBER NAME & ADDRESS | HOME PHONE | WORK PHONE | E-MAIL ADDRESS | LENGTH OF TERM | DATE OF APPOINTMENT | TERM EXPIRES |
|--|-------------------|-----------------------------------|--|---------------------------|--------------------------------|-------------------------|
| James Sherow 529 Pierre Street Manhattan, KS 66502 | 785-565-0086 | | sherow@ci.manhattan.ks.us | 4 Years | 2/19/2008 | 3/3/2009 |
| Torry Dickinson 2391 Grandview Terrace Manhattan, KS 66502 | 785-539-4028 | 785-532-7781 | dickins@ksu.edu | 4 Years | 5/17/2006 | 3/3/2012 |
| 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 | ileupold@att.net | 4 Years | 3/4/2007 | 3/3/2011 |
| Randy Stitt 413 Highland Ridge Drive Manhattan, KS 66503 | 785-410-4869 | 785-323-4245 Fax: 785-323-1112 | randy.stitt@cfnbmanhattan.com | 4 Years | 6/15/2004 | 3/3/2012 |
| VACANT POSITION | | | | | | |
| VACANT POSITION | | | | | | |
| VACANT POSITION | | | | | | |

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

MANHATTAN HOUSING AUTHORITY RESIDENT ADVISORY BOARD**ks063c02**

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

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

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

Amy Price
Baehr Place Groundskeeper
1304 Baehr Place
Manhattan, KS 66503

Yvonne Harold
Carlson Plaza Hostess
425 Pierre St., 1-C
Manhattan, KS 66502

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

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

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

Gloria Lansbury
Apartment Towers Treasurer
300 N 5th St. #9B
Manhattan, KS 66502

Lauren Muse
Hudson Circle Groundskeeper
3509 Hudson Circle
Manhattan, KS 66503

Angel Rodriguez
425 Pierre St. # 2-C
Manhattan, KS 66502

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

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

Faye Stevenson
Carlson Plaza Vice President
425 Pierre St. Apt. 5-J
Manhattan, KS 66502

Ken Westgate
Apartment Towers President
300 N 5th St. #2D
Manhattan, KS 66502

Gretchen Esping
Apartment Towers Hostess
300 N. 5th St. # 2-B
Manhattan, KS 66502

Wendy Gibbs
Flint Hills Place Groundskeeper
1328 Flint Hills Place
Manhattan, KS 66502

Marvin Hitschman
Pottawatomie Court Groundskeeper
1009 Pottawatomie Ct.
Manhattan, KS 66502

Michelle Hoppenstedt
2028 Judson St.
Manhattan, KS 66502

Tommy Dishman
Apartment Towers VP
300 N. 5th St. #2A
Manhattan, KS 66502

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.

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: 3)
 Performance and Evaluation Report for Period Ending:08/31/2008 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 | \$41,163 | \$41,163 | \$41,163 | \$41,163 |
| 4 | 1410 Administration | \$71,723 | \$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 | \$0 | \$0 | \$0 |
| 8 | 1440 Site Acquisition | \$0 | \$0 | \$0 | \$0 |
| 9 | 1450 Site Improvement | \$0 | \$0 | \$0 | \$0 |
| 10 | 1460 Dwelling Structures | \$137,840 | \$126,994 | \$126,994 | \$106,567 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$2,569 | \$2,569 | \$2,569 | \$2,569 |
| 12 | 1470 Nondwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 13 | 1475 Nondwelling Equipment | \$31,238 | \$54,084 | \$54,084 | \$54,084 |
| 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 Collaterization or Debt Service | \$0 | \$0 | \$0 | \$0 |
| 20 | 1502 Contingency | \$0 | \$0 | \$0 | \$0 |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$366,533.00 | \$366,533.00 | \$366,533.00 | \$346,106.00 |
| 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 | \$27,848 | \$27,848 | \$26,240 |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$3,555 | \$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 | | \$19,090 | \$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 | | \$13,518 | \$13,518 | \$13,518 | \$13,518 | 100% |
| PHA-WIDE | Utility and Energy Audit | 1408 | | \$3,555 | \$3,555 | \$3,555 | \$3,555 | 100% |
| PHA-WIDE | Salaries | 1410 | | \$71,723 | \$71,723 | \$71,723 | \$71,723 | 100% |
| PHA-WIDE | A/E Fees Phase II | 1430 | | \$12,000 | \$0 | \$0 | \$0 | 0% |
| KS16P063010 Pottawatomie Ct | Replace Pottawatomie Court Playground Equipment | 1450 | | \$0 | \$0 | \$0 | \$0 | 0% |
| KS16P063007 Baehr Place | Replace bathroom vanities, mirrors, bathtubs, add showers and tub surrounds, flooring, replace all light fixtures | 1460 | | \$0 | \$0 | \$0 | \$0 | 0% |
| KS16P063007 Baehr Place | Upgrade Electrical Service | 1460 | | \$29,702 | \$18,819 | \$18,819 | \$0 | 0% |
| KS16P063006 Apartment Towers KS16P063008 Carlson Plaza | Replace Carpet as Needed | 1460 | | \$5,000 | \$5,213 | \$5,213 | \$5,213 | 100% |
| KS16P063006 Apartment Towers | Install New Locks/Lock Box Key | 1460 | | \$26,240 | \$27,848 | \$27,848 | \$26,240 | 100% |
| KS16P063008 Carlson Plaza | Install New Locks/Lock Box Key | 1460 | | \$5,335 | \$0 | \$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 | | \$20,563 | \$20,563 | \$20,563 | \$20,563 | 100% |
| KS16P063008 Carlson Plaza | Install Fire Door | 1460 | | \$0 | \$3,550 | \$3,550 | \$3,550 | 100% |
| PHA-Wide | Replace Stoves as needed | 1465 | | \$828 | \$828 | \$828 | \$828 | 100% |
| PHA-Wide | Replace Refrigerators as needed | 1465 | | \$1,741 | \$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 | | \$18,050 | \$18,050 | \$18,050 | \$18,050 | 100% |
| PHA-WIDE | Purchase Weed Eater | 1475 | | \$560 | \$560 | \$560 | \$560 | 100% |
| PHA-WIDE | Purchase Blower | 1475 | | \$100 | \$69 | \$69 | \$69 | 100% |
| KS16P063008 Carlson Plaza | Replace Hot Water Heater | 1475 | | \$6,528 | \$6,528 | \$6,528 | \$6,528 | 100% |
| KS16P063008 Carlson Plaza | Replace Air Conditioning Condenser | 1475 | | \$1,000 | \$4,915 | \$4,915 | \$4,915 | 100% |
| KS16P063006 Apartment Towers | Repair Fire Alarm | 1475 | | \$0 | \$7,842 | \$7,842 | \$7,842 | 100% |
| KS16P063008 Carlson Plaza | Repair Boiler System | 1475 | | \$0 | \$2,333 | \$2,333 | \$2,333 | 100% |
| PHA-WIDE | Truck Repairs | 1475 | | \$0 | \$5,087 | \$5,087 | \$5,087 | 100% |
| PHA-WIDE | Replace John Deere Brush | 1475 | | \$0 | \$3,701 | \$3,701 | \$3,701 | 100% |
| | | | | \$366,533.00 | \$366,533.00 | \$366,533.00 | \$346,106.00 | |

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: KS16P06350107 Replacement Housing Factor Grant No: | Federal FY of Grant: 2007 |
|--|--|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 08/31/2008 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 | \$50,500 | \$73,680 | \$73,680 | \$73,680 |
| 3 | 1408 Management Improvements | \$23,503 | \$40,716 | \$40,716 | \$24,536 |
| 4 | 1410 Administration | \$19,000 | \$38,505 | \$36,480 | \$33,481 |
| 5 | 1411 Audit | \$0 | \$0 | \$0 | \$0 |
| 6 | 1415 Liquidated Damages | \$0 | \$0 | \$0 | \$0 |
| 7 | 1430 Fees and Costs | \$25,000 | \$25,000 | \$0 | \$0 |
| 8 | 1440 Site Acquisition | \$0 | \$0 | \$0 | \$0 |
| 9 | 1450 Site Improvement | \$18,000 | \$18,000 | \$2,442 | \$2,442 |
| 10 | 1460 Dwelling Structures | \$3,400 | \$14,285 | \$900 | \$0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$216,000 | \$139,661 | \$3,868 | \$3,868 |
| 12 | 1470 Nondwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 13 | 1475 Nondwelling Equipment | \$13,000 | \$18,556 | \$15,796 | \$15,796 |
| 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) | \$368,403.00 | \$368,403.00 | \$173,882.00 | \$153,803.00 |
| 22 | Amount of line 21 Related to LBP Activities | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 23 | Amount of line 21 Related to Section 504 compliance | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 24 | Amount of line 21 Related to Security – Soft Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 25 | Amount of Line 21 Related to Security – Hard Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$215,000 | \$215,000 | \$0.00 | \$0.00 |

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

| PHA Name: MANHATTAN HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: KS16P06350107 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2007 | | | |
|---|---|---|----------|----------------------|---------------------------|--------------------|-------------------|-------------------|
| 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 | | \$50,500 | \$73,680 | \$73,680 | \$73,680 | 100% |
| PHA-WIDE | Salaries & Benefits | 1408 | | \$0 | \$21,393 | \$21,393 | \$13,791 | 64% |
| PHA-WIDE | Travel & Training | 1408 | | \$9,500 | \$5,320 | \$5,320 | \$0 | 0% |
| PHA-WIDE | Computer Upgrades | 1408 | | \$14,003 | \$14,003 | \$14,003 | \$10,745 | 76% |
| PHA-WIDE | Salaries | 1410 | | \$19,000 | \$38,505 | \$36,480 | \$33,481 | 86% |
| KS16P063010 Pottawatomie Ct | A/E Fees Phase II | 1430 | | \$25,000 | \$25,000 | \$0 | \$0 | 0% |
| KS16P063007 Baehr Place | Repair Sidewalks as needed | 1450 | | \$1,000 | \$1,939 | \$1,940 | \$1,940 | 100% |
| KS16P063008 Carlson Plaza | Repair Greenhouse | 1450 | | \$1,000 | \$558 | \$0 | \$0 | 0% |
| KS16P063010 Pottawatomie Ct/Hudson Circle | Trim Trees | 1450 | | \$10,000 | \$10,000 | \$0 | \$0 | 0% |
| KS16P063008 Carlson Plaza | Repair Sidewalks | 1450 | | \$1,000 | \$503 | \$503 | \$503 | 100% |
| KS16P063010 Pottawatomie Ct/Hudson Circle | Repair Sprinkler System | 1450 | | \$5,000 | \$5,000 | \$0 | \$0 | 0% |
| KS16P063008 Carlson Plaza | Add GFI Breakers | 1460 | | \$900 | \$900 | \$900 | \$0 | 0% |
| KS16P063008 Carlson Plaza | Replace Carpet as needed | 1460 | | \$2,500 | \$2,500 | \$0 | \$0 | 0% |
| KS16P063007 Baehr Place | Upgrade Electrical Panel | 1460 | | \$0 | \$10,885 | \$0 | \$0 | 0% |

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

| PHA Name: MANHATTAN HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program Grant No: KS16P06350107 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2007 | | | |
|---|---|---|----------|----------------------|---------------------------|--------------------|-------------------|-------------------|
| 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 | |
| KS16P063007 Baehr Place | Replace outside faucets | 1465 | | \$1,000 | \$1,000 | \$0 | \$0 | 0% |
| KS16P063010 Pottawatomie Ct/Hudson Circle | Replace HVAC Systems | 1465 | | \$215,000 | \$134,793 | \$0 | \$0 | 0% |
| KS16P063006 Apartment Towers | Repair AC Unit | 1465 | | \$0 | \$3,868 | \$3,868 | \$3,868 | 100% |
| KS16P063006 Apartment Towers | Repair Fire Alarm System | 1475 | | \$8,000 | \$0 | \$0 | \$0 | 0% |
| PHA-WIDE | Purchase Maintenance Truck | 1475 | | \$0 | \$13,556 | \$13,556 | \$13,556 | 100% |
| PHA-Wide | Replace Uniforms | 1475 | | \$5,000 | \$5,000 | \$2,239 | \$2,239 | 44% |
| | | | | \$368,403.00 | \$368,403.00 | \$173,882.00 | \$153,802.00 | 41% |

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: KS16P06350108 Replacement Housing Factor Grant No: N/A | Federal FY of Grant: 2008 |
|---------------------------------------|---|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 08/30/2008 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 | \$368,403 | \$258,448 | \$258,448 | \$258,448 |
| 3 | 1408 Management Improvements Soft Costs | \$0 | \$0 | \$0 | \$0 |
| | Management Improvements Hard Costs | \$0 | \$0 | \$0 | \$0 |
| 4 | 1410 Administration | \$0 | \$0 | \$0 | \$0 |
| 5 | 1411 Audit | \$0 | \$0 | \$0 | \$0 |
| 6 | 1415 Liquidated Damages | \$0 | \$0 | \$0 | \$0 |
| 7 | 1430 Fees and Costs | \$0 | \$0 | \$0 | \$0 |
| 8 | 1440 Site Acquisition | \$0 | \$0 | \$0 | \$0 |
| 9 | 1450 Site Improvement | \$0 | \$0 | \$0 | \$0 |
| 10 | 1460 Dwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$0 | \$0 | \$0 | \$0 |
| 12 | 1470 Nondwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 13 | 1475 Nondwelling Equipment | \$0 | \$0 | \$0 | \$0 |
| 14 | 1485 Demolition | \$0 | \$0 | \$0 | \$0 |
| 15 | 1490 Replacement Reserve | \$0 | \$0 | \$0 | \$0 |
| 16 | 1492 Moving to Work Demonstration | \$0 | \$0 | \$0 | \$0 |
| 17 | 1495.1 Relocation Costs | \$0 | \$0 | \$0 | \$0 |
| 18 | 1499 Development Activities | \$0 | \$0 | \$0 | \$0 |
| 19 | 1502 Contingency | \$0 | \$0 | \$0 | \$0 |
| 20 | Amount of Annual Grant: (sum of lines 1-19) | \$368,403.00 | \$258,448.00 | \$258,448.00 | \$258,448.00 |
| 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 | \$0 | \$0 | \$0 | \$0 |
| 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: KS16P06350108 Replacement Housing Factor Grant No: N/A | | | Federal FY of Grant: 2008 | |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 08/30/2008 <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: KS16P06350108 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2008 | | |
| 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 | Operations | | 1406 | | \$258,448 | \$258,448 | \$258,448 | \$258,448 | 100% |
| | | | | | | | | | |
| | Total | | | | \$258,448.00 | \$258,448.00 | \$258,448.00 | \$258,448.00 | 100% |

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: KS16P06350108 Replacement Housing Factor No: | | | | Federal FY of Grant: 2008 | |
| 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 | 12/31/2009 | 12/31/2008 | 07/01/2008 | | | | |
| | | | | | | | |
| | | | | | | | |

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: KS16R06350108 Replacement Housing Factor Grant No: N/A | Federal FY of Grant: 2008 |
|--|--|-------------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 08/30/2008
 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 | \$0 | \$0 | \$0 | \$0 |
| 3 | 1408 Management Improvements Soft Costs | \$0 | \$0 | \$0 | \$0 |
| | Management Improvements Hard Costs | \$0 | \$0 | \$0 | \$0 |
| 4 | 1410 Administration | \$0 | \$0 | \$0 | \$0 |
| 5 | 1411 Audit | \$0 | \$0 | \$0 | \$0 |
| 6 | 1415 Liquidated Damages | \$0 | \$0 | \$0 | \$0 |
| 7 | 1430 Fees and Costs | \$0 | \$0 | \$0 | \$0 |
| 8 | 1440 Site Acquisition | \$0 | \$0 | \$0 | \$0 |
| 9 | 1450 Site Improvement | \$0 | \$0 | \$0 | \$0 |
| 10 | 1460 Dwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | \$0 | \$0 | \$0 | \$0 |
| 12 | 1470 Nondwelling Structures | \$0 | \$0 | \$0 | \$0 |
| 13 | 1475 Nondwelling Equipment | \$0 | \$0 | \$0 | \$0 |
| 14 | 1485 Demolition | \$0 | \$0 | \$0 | \$0 |
| 15 | 1490 Replacement Reserve | \$0 | \$0 | \$0 | \$0 |
| 16 | 1492 Moving to Work Demonstration | \$0 | \$0 | \$0 | \$0 |
| 17 | 1495.1 Relocation Costs | \$0 | \$0 | \$0 | \$0 |
| 18 | 1499 Development Activities | \$111,407 | \$111,407 | \$0 | \$0 |
| 19 | 1502 Contingency | \$0 | \$0 | \$0 | \$0 |
| 20 | Amount of Annual Grant: (sum of lines 1-19) | \$111,407.00 | \$111,407.00 | \$0.00 | \$0.00 |
| 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 | \$0 | \$0 | \$0 | \$0 |
| 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: KS16R06350108 Replacement Housing Factor Grant No: N/A | | | Federal FY of Grant: 2008 | |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 08/30/2008 <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 | | | | | | |

| Capital Fund Program Five-Year Action Plan | | | | | |
|---|---------|---|---|--|---|
| Part I: Summary | | | | | |
| PHA Name | | <u><i>Manhattan Housing Authority</i></u> | | X Original 5-Year Plan <input type="checkbox"/> Revision No: | |
| Development Number/Name HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2010 PHA FY: 12/31/20010 | Work Statement for Year 3 FFY Grant: 2011 PHA FY: 12/31/20011 | Work Statement for Year 4 FFY Grant: 2012 PHA FY: 12/31/2012 | Work Statement for Year 5 FFY Grant: 2013 PHA FY: 12/31/2013 |
| KS16P063005 | | N/A | N/A | N/A | N/A |
| KS16P063006 Apartment Towers | Current | Hire Consultant for Energy Performance Contracting <ul style="list-style-type: none"> • Water Saving Devices • Replacement of Heating and Cooling Systems • Replacement of Stoves & Refrigerators • Replacement of Windows Replace Carpet As Needed Replace Stoves as Needed Replace Refrigerators as Needed Comprehensive Energy Analysis Install Ceiling Fans with Lights Upgrade computerized Fire Alarm System | Replace Carpet as Needed Replace Refrigerators as Needed Overlay Parking Lot w/ 2" Asphalt Replace All Exhaust Fan Motors Replace Kitchen Cabinets and Bathroom Vanities & Countertops Replace Shower Stalls A/E Fees Replace Quarry Tile in Lobby | 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: 2010 PHA FY: 12/31/20010 | Work Statement for Year 3 FFY Grant: 2011 PHA FY: 12/31/20011 | Work Statement for Year 4 FFY Grant: 2012 PHA FY: 12/31/2012 | Work Statement for Year 5 FFY Grant: 2013 PHA FY: 12/31/2013 |
| KS16P063007 Baehr Place | Annual Statement | Replace all Light Fixtures Cover A/C Condenser Units Upgrade Electric Panel Boxes Repair Sidewalks Seal Parking Lot Paint all buildings | Replace Carbon Monoxide and Smoke Detectors Install Automatic Sprinkler System | Repair/Replace sidewalks as needed Replace all bathroom vanities & fixtures | Replace Playground Equipment |

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: 2010 PHA FY: 12/31/20010 | Work Statement for Year 3 FFY Grant: 2011 PHA FY: 12/31/20011 | Work Statement for Year 4 FFY Grant: 2012 PHA FY: 12/31/2012 | Work Statement for Year 5 FFY Grant: 2013 PHA FY: 12/31/2013 |
| KS16P063008 Carlson Plaza | Annual Statement | Hire Consultant for Energy Performance Contracting <ul style="list-style-type: none"> • Water Saving Devices • Replacement of Heating and Cooling Systems • Replacement of Stoves & Refrigerators • Replacement of Windows • Replace Exhaust Fan Motors • Replace Hot Water Heater & domestic water shut-off valves Replace Drapery in Units/Bldg Replace Carpet as Needed Replace Quarry Tile in Lobby A/E Fees | Replace Carpet as Needed Install Grab Bars in all Bathrooms Install 3-way valves in Furnace 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 | Replace Carpet as Needed A/E Fees Install Automatic Lawn Sprinkler System Upgrade Smoke Detectors |

| 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: 2010 PHA FY: 12/31/20010 | Work Statement for Year 3 FFY Grant: 2011 PHA FY: 12/31/20011 | Work Statement for Year 4 FFY Grant: 2012 PHA FY: 12/31/2012 | Work Statement for Year 5 FFY Grant: 2013 PHA FY: 12/31/2013 |
| 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 Cabinets, Countertops and Faucets Replace Stoves & Refrigerators Termite Inspection/Treatment Replace Ceiling in Carports | Install Mailbox Shelter Replace Playground Equipment Overlay Parking Lot/Repair Driveways Replace Bathroom Vanities, sinks, faucets |

| 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: 2010 PHA FY: 12/31/20010 | Work Statement for Year 3 FFY Grant: 2011 PHA FY: 12/31/20011 | Work Statement for Year 4 FFY Grant: 2012 PHA FY: 12/31/2012 | Work Statement for Year 5 FFY Grant: 2013 PHA FY: 12/31/2013 |
| PHA Wide | Annual Statement | Computer Upgrades, As Needed Travel & Training Digital Projector Industrial Carpet Steam Cleaner Floor Buffer Uniforms Replace Administrative Vehicle | 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: 2010 PHA FY: 12/31/20010 | | | Activities for Year 3 FFY Grant: 2011 PHA FY: 12/31/2011 | | |
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| See | | | | | | |
| Annual | KS16P063005 | n/a | n/a | KS16P063005 | n/a | n/a |
| Statement | | | | | | |
| | KS16P063006 | 1430 | \$15,000 | KS16P063006 | 1430 | \$25,000 |
| | | 1460 | \$5,000 | | 1450 | \$10,000 |
| | | 1465 | \$104,000 | | 1460 | \$65,000 |
| | | | | | 1465 | \$1,200 |
| | | | | | | |
| | KS16P063007 | 1430 | \$10,000 | KS16P063007 | 1450 | \$8,000 |
| | | 1450 | \$30,000 | | 1460 | \$2,500 |
| | | 1460 | \$4,000 | | 1465 | \$2,500 |
| | | 1465 | \$52,500 | | | |
| | | | | | | |
| | KS16P063008 | 1430 | \$55,000 | KS16P063008 | 1430 | \$30,000 |
| | | 1450 | \$5,000 | | 1460 | \$69,675 |
| | | 1460 | \$52,000 | | 1465 | \$28,000 |
| | | 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 | \$37,000 | | | |
| | | 1475 | \$18,000 | PHA-Wide | 1408 | \$20,000 |
| | | | | | 1475 | \$20,000 |
| | | | | | | |
| | Total CFP Estimated Cost | | \$478,600 | | | \$402,475 |



**300 NO. 5TH STREET
PO BOX 1024
MANHATTAN, KS 66505-1024**

PHONE: (785) 776-8588

FAX: (785) 537-0269

www.ci.mhaks.com

REPLACEMENT HOUSING PLAN

**First Increment Funding
2008 - 2012**



INTRODUCTION

The Manhattan Housing Authority (MHA) received its first year of Replacement Housing Factor (RHF) funding in 2008 in the amount of \$111,407. It is anticipated that future years funding will be approximately 50% of this amount, or \$55,704 per year, due to a technical error in the actual number of units removed from Public Housing inventory. The provision of RHF funding is the result of the disposition of thirty (30) public housing units, which were sold for \$1 to facilitate mixed finance development. Under the mixed finance development, all sixty (60) units in the Flint Hills Place development were rehabbed at a cost of \$3.7 million, with 30 operated as Low Income Housing Tax Credit (LIHTC) units and 30 as public housing units (receiving Operating Subsidy). It is anticipated the total first increment RHF funds will be \$278,519.

The Manhattan Housing Authority requests to use these funds to assist in the financing of a development of approximately 14-18 two and three bedroom units contained in 7-9 duplex buildings, with one three-bedroom unit designated as a transitional homeless unit. This can be accomplished through a partnership with the Manhattan Emergency Shelter, Inc., Pawnee Mental Health, and the Crisis Center of Manhattan. The land for this construction will need to be sought and purchased; the desired area for purchase is in the Brookfield development, a newer subdivision in the northeast section of the City of Manhattan. The Manhattan Housing Authority is proposing to apply for Kansas State Low Income Housing Tax Credits (LIHTC). These credits, in combination with the RHF funds will be used to finance this development in its entirety.

If unsuccessful in an application for LIHTC's, unable to procure a developer, or if unforeseen obstacles are encountered that would prohibit the commencement of this development, MHA would propose to use all RHF funding to procure existing multi-family housing in the City of Manhattan, Kansas.

The Housing Authority requests to accumulate its allocation of RHF funding. It is anticipated the accumulated funds would be used in combination with LIHTC credits for development of 7 to 9 duplex buildings consisting of 14 to 18 units. The MHA would procure a developer to assist in the application for Low Income Housing Tax Credits (LIHTC), procurement of land and construction of the new units. The developer would partner with the MHA, and his/her role will be to assist in plan development and construction of the units. The RHF funding would only be used for construction of the three (3) bedroom homeless unit and purchase of the land. At the end of the compliance period, the units would continue to be rent-restricted to below fair market rents.

BRIEF DESCRIPTION

The Manhattan Housing Authority is proposing to utilize the RHF funds to purchase 3-4 acres of land to be purchased with RHF funds. The estimated cost to purchase the land is \$50,000 – \$75,000. The units to be constructed are described as:

- a. 14 to 18 units (equal number of 2 and 3 bedroom units)
- b. New Construction
- c. Duplex units (semi-detached)
- d. 2007 HCC and TDC Limits are as follows:

| | <u>HCC</u> | <u>TDC</u> |
|-----------|------------|------------|
| 2-Bedroom | \$ 98,355 | \$172,122 |
| 3-Bedroom | \$118,746 | \$207,806 |

- e. Total first increment RHF funds of \$278,519 (estimated) will allow the construction of one three-bedroom unit and the purchase of land.
- f. HCC and TDC Cost Estimates are as follows:

| | <u>HCC</u> | <u>TDC</u> |
|-----------|------------|------------|
| 2-Bedroom | \$ * | \$ * |
| 3-Bedroom | \$ * | \$ * |

* Estimates to be determined at development proposal phase with assistance from the developer.

- g. Remaining units to be built with LIHTC dollars.

| |
|-----------------|
| SCHEDULE |
|-----------------|

The **anticipated schedule**, if a LIHTC application is successful, is as follows:

| <u>Activity</u> | <u>Target Date</u> |
|--|--------------------|
| RFQ for Developer | June 1, 2009 |
| RFQ for Developer Due | August 15, 2009 |
| Select Developer | October 1, 2009 |
| Award Contract to Developer | October 21, 2009 |
| Initial Drawings | January 15, 2010 |
| LIHTC Application Due | July 31, 2010 |
| LIHTC Funding Awarded | September 30, 2010 |
| Site Acquisition and Development Proposal Due to HUD | November 15, 2010 |
| Development Proposal Approved by HUD | February 1, 2011 |
| Plans and Specifications Complete | February 1, 2011 |
| Submit Final Budget and Number of Units to HUD | February 1, 2011 |
| HUD Approval of Final Budget | March 15, 2011 |
| Construction Start | April 30, 2011 |
| Date of Full Availability (DOFA) | January 1, 2012 |
| End of Initial Operating Period (EIOP) | July 31, 2012 |

Alternate Plan Schedule if no LIHTC funding is received:

In the event MHA's application for LIHTC is unsuccessful, the Housing Authority would request that RHF funds be allowed to accumulate and be utilized to purchase existing multi-family housing in the City of Manhattan, KS. The following is an anticipated schedule:

| <u>Activity</u> | <u>Target Date</u> |
|---|--------------------|
| Site Acquisition and Development Proposal Due to HUD | April 1, 2011 |
| Site Acquisition and Development Proposal Approved by HUD | June 30, 2011 |
| Date of Full Availability (DOFA) | December 31, 2011 |
| End of Initial Operating Period (EIOP) | June 30, 2012 |

| |
|--------------------------------------|
| AMOUNT AND SOURCES OF FUNDING |
|--------------------------------------|

a. RHF Funds

Total amount of funding for the first five-year increment of Replacement Housing Factor funds is estimated at this time; it is anticipated it will be approximately one-half of the amount allocated for the first year (2008) due to a calculation error. Anticipated funding is:

| | |
|---------------|-------------|
| KS16R06350108 | \$111,407 |
| KS16R06350109 | \$ 55,704 |
| KS16R06350110 | \$ 55,704 |
| KS16R06350111 | \$ 55,704 |
| KS16R06350112 | <u>\$ 0</u> |
| Total | \$278,519 |

b. Other Sources

Manhattan Housing Authority plans to apply for LIHTC. If the application is successful, the LIHTC's and the RHF funding (approximately \$55,704 per year) would be used to finance the development and the construction of homes.

As previously stated, if unsuccessful in the application for LIHTC's, unable to procure a developer or if unforeseen obstacles are encountered that would prevent the start of the proposed new construction development, MHA would propose to use all of the accumulated RHF funding to acquire existing multi-family housing in the City of Manhattan.

| |
|-----------------------------------|
| PLAN AND OBLIGATION STATUS |
|-----------------------------------|

The Manhattan Housing Authority certifies that:

- a. All required PHA Annual and Five Year Plans have been approved.
- b. The Manhattan Housing Authority is in compliance with all statutory obligation and expenditure requirements with regard to the Capital Fund Program (CFP) and will continue its commitment with RHF funding.
- c. The following is obligation start dates for the LIHTC Proposal:

| <u>Activity</u> | <u>Target Date</u> |
|---|--------------------|
| HUD Approval of Development Plan | February 1, 2011 |
| Obligation Start Date of 2008, 2009, 2010 Funding | February 1, 2011 |
| Obligation Start Date for 2011 Funding | February 1, 2012 |
| Obligation Start Date for 2012 Funding | December 1, 2012 |

- d. **Alternate Plan:** Obligation start date for all RHF funding, 2008 – 2012:

| <u>Activity</u> | <u>Target Date</u> |
|-----------------------|--------------------|
| Obligation Start Date | June 1, 2011 |