

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0 PHA Information
 PHA Name: Housing Authority of the City of Chanutte PHA Code: KS062
 PHA Type: Small High Performing Standard HCV (Section 8)
 PHA Fiscal Year Beginning: (MM/YYYY): 01/2010

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 139 Number of HCV units: 25

3.0 Submission Type
 5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.) *N/A*

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 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 for the next five years:

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.

Advances on Mission Statement: We have two active resident councils. Members of the council have attended annual conferences sponsored by NAHRO. We have a better working relationship with our local police department and continue to report residents when we believe there is drug activity. We have partnered with community agencies, organizations and churches for furthering activities with our residents.

We were instrumental in the establishment of a homeless shelter, we worked with several church organizations in our community and Faith House was opened in 2007. We have established as one of our local preferences residents of Faith House. We are also in partnership with our regional CHDO and are working with a private developer in establishing an additional 24 units for the elderly and disabled.

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #1:

- Apply for additional rental vouchers
- Leverage private or other public funds to create additional housing opportunities

Progress Statement: We have worked with our area CHDO and the City of Chanute in building 4 additional elderly and disabled housing units. We are the managing agent for those units owned by the CHDO. This is an ongoing activity.

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management:
- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing
- Provide replacement public housing

Progress Statement: RASS scoring is no longer being used. We try to attend Resident Council meetings and listen to the tenants and their concerns; addressing each issue to the best of our abilities considering staff and funds. We also utilize our monthly newsletter as a means of communication.

PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES

The PHA established the following objectives to strive in meeting goal #3:

- Convert public housing to vouchers

Progress Statement: We continually are contacting and encouraging landlords to utilize our Section 8 Program. We will apply for additional vouchers when they are available.

PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT

The PHA established the following objectives to strive in meeting goal #4:

- Implement public housing security improvements
- Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

5.2 Progress Statement: We have a liaison officer with the Police Department. All staff has received training in narcotics odor recognition conducted by our local Police Department. Security lights have been installed. A security DVR system has been installed at the high rise and Ronda Lane. We have also installed a keyless entry system at the high rise in an effort to provide additional security.

PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS

The PHA established the following objectives to strive in meeting goal #5:

- Increase the number and percentage of employed persons in assisted families

Progress Statement: We have established as one of our local preferences, working families. We also have MOA's with all of the local service agencies and have a referral list available. The Executive Director is active in bringing seminars to the community regarding Budgeting and Fraud Awareness. Our FSS Coordinator resigned in 2007 and the remaining staff has picked up those responsibilities.

PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING

The PHA established the following objectives to strive in meeting goal #6:

- 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

Progress Statement: Staff attends all training offered in our area regarding Fair Housing. The Authority subscribes to publications regarding Fair Housing practices. All areas of Fair Housing are standard operating procedures in the office.

Other PHA Goals and Objectives: (list below)

PLANNING AND ADMINISTRATION

PHA GOAL: Knowledge of New Laws and Changes in Housing Issues: Staff has attended training presented by HUD, KS NAHRO, Nelrod, the City of Chanute and Lindsey Software Company. We continue to look for training opportunities and attend as funds permit. Continuing education is provided for all employees from the Executive Director to the maintenance staff. The Authority is also a member of NAHRO and PHADA, Nelrod has been hired to help keep us up to date on regulation changes and necessary policy changes.

5.2 PHA GOAL: Planning Process for the Agency Plan: The Nelrod Company keeps us up to date by assisting us in the planning process by sending us updates on any policy changes.

PHA GOAL: Partnerships – To Develop and Expand Partnerships and Funding Sources: In addition to working with the City and SEK-CHDO, we are working with a private developer to bring additional housing for elderly and the disabled. They have received tax credit from the state and are working to get them sold. We are also being considered as the Managing Agent for the 24 unit facility. Through grass roots community effort called Vision Chanute, our staff worked on an action team that built a new home. We worked with our community college, USD #413, Tri-Valley Developmental Service and local businessmen to offer a new home to our community.

PHA GOAL: Develop and Maintain Database: The PHA has built data files within the office and accounting software.

PHA GOAL: Profit/Loss Ratio: PHA continues to use software from Lindsey and Company for accounting and reporting.

PHA GOAL: Reimbursement for Plan Development Cost: Cost reimbursement is requested through Capital Funds program.

FINANCIAL RESOURCES

PHA GOAL: Management of Resources: PHA has written Financial Policies and Procedures.

PHA GOAL: Positive Cash Flow: PHA has achieved increasing reserve balances.

HOUSING MANAGEMENT SERVICES

PHA GOAL: Continue Operation and Administration of Housing Units: PHA has reduced by two administration positions in the last two years. We continue to provide all operational needs to the community and our residents. We have current job descriptions and procedures. The PHA currently utilizes the Kansas Set-Off Program to collect on bad debts. PHA also subscribes to Tenant P.I., as another tool to locate debtors.

COMMUNITY SERVICES AND SELF-SUFFICIENCY

PHA GOAL: Centralization for Housing Related Services: The PHA continues to work toward a centralized office for community services. We currently provide emergency funds through three different sources, FEMA, Salvation Army and our local Ministerial Alliance. These funds can be used for food, utilities and shelter.

PHA GOAL: Promotion of Resident Service: PHA continues to offer housekeeping training for residents showing a deficiency. Through our memorandums of agreement we have a close working relationship with other service agencies.

5.2 PHA GOAL: Provision for Support of Resident Organizations: Resident councils have been established for Osage Village and Ronda Lane. Our Tenant Service Coordinator assists the residents with budgeting and various activities.

PLANNING AND ADMINISTRATION

PHA GOAL: Public Housing Assessment System (PHAS): We continue to use the services of The Nelrod Company to assist us in the preparation of our Annual and Five (5) Year Plans. Funds will be allocated through the Capital Funds Program for reimbursement of costs.

FINANCIAL RESOURCES

PHA GOAL: Financial Management of Resources: The PHA continues to use Lindsey and Company to assist us in this area. All financial records and reports are done with Lindsey software.

HOUSING OPERATIONS, MANAGEMENT AND MAINTENANCE PLAN

PHA GOAL: Management Operational Services: The long time Executive Director resigned in June of 2006. The Assistant Executive was appointed as the interim. She served for seven (7) months and a new Executive Director was hired in January of 2007. Since that time the FSS Coordinator and the Assistant Executive Director have resigned and the administrative staff has re-organized. The level of service to our residents has remained high.

PHA GOAL: Basic Requirement to Maintain Housing Units: PHA continues to provide the necessary training, supplies and equipment to our maintenance staff to maintain existing housing stock. Operating and Capital funds are used to fund the maintenance budget. We also conduct annual inspections to ensure our residents are in compliance with the requirements to maintain their homes and our property.

MODERNIZATION

PHA GOAL: We are working with Zingre' and Associates to replace all the roofs on our scattered family sites. Old and New Ronda Lane will also be included in this project. We will be utilizing ARRA 2009 and Capital Funds to complete this much needed repair.

The Housing Authority of the City of Chanute remains committed to the above goals as set forth by HUD. We plan in the next 5 years to maintain and continue to improve in the areas of security, resident self sufficiency and asset development. We will continue to work to become a high performer. We will also work to increase the number of our Section 8 vouchers.

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following PHA Plan elements marked 'X' have been revised since the last Annual Plan submission by the Housing Authority of the City of Chanute.

N/C denotes NO CHANGE and N/A denotes NOT APPLICABLE

- X 903.7(1) Eligibility, Selection and Admissions Policies, including
Deconcentration and Wait List Procedures
- X 903.7(2) Financial Resources
- N/C 903.7(3) Rent Determination
- X 903.7(4) Operation and Management
- X 903.7(5) Grievance Procedures
- X 903.7(6) Designated Housing for Elderly and Disabled Families
- X 903.7(7) Community Service and Self-Sufficiency
- X 903.7(8) Safety and Crime Prevention
- X 903.7(9) Pets
- X 903.7(10) Civil Rights Certification
- X 903.7(11) Fiscal Year Audit
- N/A 903.7(12) Asset Management
- X 903.7(13) Violence Against Women Act (VAWA)

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2009 Annual Plan:

- Administrative Office – 818 S. Santa Fe, Suite C, Chanute, KS

6.0 PHA Plan Elements

903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

A. Public Housing

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

(1) Eligibility

The Housing Authority of the City of Chanute verifies eligibility for admission to public housing at time of being placed on waiting list.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Social security number check, sex offender registry, citizenship/legal status check

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- State law enforcement agencies
- Access to FBI criminal records

(2) Selection and Assignment ***NO CHANGE***

Selection for admission to public housing shall be made from the PHA's current waiting list in accordance with date and time of application and applicable preference(s) as follows.

(3) Preferences

The PHA does not 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 the median area income.

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It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA

The PHA has established preferences for admission to public housing other than date and time of application. The PHA plans to employ the following admission preferences for admission to public housing:

Priority

- 1 - Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 - Victims of domestic violence
- 1 - Homelessness – local shelter
- 2 - Working families and those unable to work because of age or disability

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

(4) Unit Assignment ***NO CHANGE***

Applicants are ordinarily given two (2) vacant unit choices before they fall to the bottom of, or are removed from the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List

The Housing Authority of the City of Chanute maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 818 S. Santa Fe, Suite C, Chanute, KS 66720.

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA’s Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials
- City web site

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Residents must notify the PHA of changes in family composition:

- At an annual reexamination and lease renewal
- At any time family composition changes
- At family request for revision
- Within 10 days of occurrence

(6) Deconcentration and Income Mixing

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does have general occupancy public housing developments covered by the deconcentration rule.

The following covered developments have average incomes that fall above or below the Established Income Range. *N/A*

The Housing Authority of the City of Chanute does not plan to operate any site-based waiting lists.

B. Section 8

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

(1) Eligibility

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation
- More general screening than criminal and drug-related activity
- In addition to NCIC fingerprinting we will be using Tenant PI

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- Access to FBI criminal records

The PHA shares the following information with prospective landlords:

- Criminal or drug-related activity
- Income
- Rental History

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(2) Waiting List Organization ***NO CHANGE***

The Housing Authority of the City of Chanutte’s waiting list for the section 8 tenant-based assistance is not merged with any other program waiting list:

Participants may apply for admission to section 8 tenant-based assistance at:

- PHA main administrative office

(3) Search Time ***NO CHANGE***

The PHA does give extensions on standard 60-day period to search for a unit.

- Extenuating circumstances such as hospitalization or family emergency for an extended period of time.
- Family has evidenced that they have made a consistent effort to locate a unit throughout the initial 60 day period.
- Family has turned in a Request for Lease Approval prior to extension of 60 day period but not passed HQS.

(4) Preferences

The PHA does not 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 the median area income.

The PHA has established preferences for admission to section 8 tenant-based assistance other than date and time of application. The PHA plans to employ the following admission preferences for admission to section 8 tenant-based assistance:

Priority

- | | |
|----------|--|
| <u>1</u> | - Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) |
| <u>1</u> | - Victims of domestic violence |
| <u>1</u> | - Homelessness – local shelter |
| <u>2</u> | - Working families and those unable to work because of age or disability |

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

6.0

(5) Special Purpose Section 8 Assistance Programs ***NO CHANGE***

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices
- Through newsletters

6.0 903.7(2) Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)		
a) Public Housing Operating Fund	207,483.00	
b) Public Housing Capital Fund	169,997.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	20,358.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2007 CFP (KS16P06250107)	81,013.00	Public housing capital improvements
2008 CFP (KS16P06250108)	163,687.00	Public housing capital improvements
2009 CFP (KS16P06250109)	169,997.00	Public housing capital improvements
2009 CFP (KS16S06250109) ARRA	207,195.00	Public housing capital improvements
3. Public Housing Dwelling Rental Income		
	209,110.00	Public housing operations
4. Other income (list below)		
Interest on Investments	2,480.00	Public housing operations
Other income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.	14,392.00	Public housing operations
Laundry & telephone commissions	4,000.00	Public housing operations
Management Fee	3,576.00	Public housing operations
5. Non-federal sources (list below)		
Total resources	\$1,253,232.00	

6.0 903.7 (3) Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies ***NO CHANGE***

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing.

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

1. The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the PHA prior to the rent becoming delinquent. The PHA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety days when a hardship is requested on one of the following conditions:
 - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b. The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;
 - c. The family would be evicted as a result of imposing the minimum rent requirement;
 - d. There has been a death in the family; or
 - e. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.

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2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
 - a. Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.
 - b. The PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period.
 - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
3. If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.
4. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

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

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income. (if yes, list the amounts or percentages charged and the circumstances)

d. Discretionary deductions and/or exclusion policies

The PHA does not plan to employ any discretionary (optional) deductions and/or exclusions policies.

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- Any time the family experiences an income increase
- Within 10 days of occurrence

g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents ***NO CHANGE***

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- Survey of rents listed in local newspaper

B. Section 8 Tenant-based Assistance(1) Payment Standards ***NO CHANGE***

The PHA's payment standard is:

- 100% of FMR

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

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

(2) Minimum Rent ***NO CHANGE***

The PHA's minimum rent is \$50.00.

The PHA has adopted discretionary minimum rent hardship exemption policies.

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:

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- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
- c. One or more family members have lost employment;
- d. The family would be evicted as a result of imposing the minimum rent requirement;
- e. There has been a death in the family; or
- f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

- 2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
 - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
 - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
 - c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
 - d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

6.0 903.7(4) Operation and Management

(1) PHA Management Structure

- a. A brief description of the management structure and organization of the PHA

The Executive Director directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

PHA/Section 8 Occupancy Specialist
Procurement Tenant Services P/T Secretary

Maintenance Supervisor – assists the Executive Director in the day-to-day operation of facilities management and maintenance of the public housing stock and supervises the following:

- Maintenance Staff

- b. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	137	20
Section 8 Vouchers	22	4
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

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c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

Public Housing Management:

- Admissions and Continued Occupancy Policy (ACOP)
- ACOP Procedures Manual
- Grievance Procedures Policy
- Termination and Eviction Policy
- Transfer and Transfer Waiting List Policy
- Financial Policies (7)
- Procurement Policy
- Records Retention Policy
- Resident Initiatives Policy
- Pet Policy (Family & Elderly/Disabled)
- File Access Policy
- Security Policy
- Community Service Policy
- Housekeeping Policy
- Enterprise Income Verification (EIV) Policy
- Rent Collection Policy
- Drug and Alcohol Policy
- Prevention and Eradication of Pest Infestation Policy
- Deconcentration Policy
- Weapons Policy
- Preventive Maintenance Policy
- HA Management Policy Handbook
- OSHA Rules and Regulations

Section 8 Management:

- Administrative Plan

903.7(5) Grievance Procedures

A. Public Housing

The PHA has not established written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

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B. Section 8 Tenant-Based Assistance

The PHA has not 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.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

903.7(6) Designated Housing for Elderly and Disabled Families

The PHA designated Ronda Lane as a development for occupancy by only elderly families and families with disabilities. The application designation was approved by HUD on 3/19/2008.

Activity Description:

Designation of Public Housing Activity Description
1a. Development name: Ronda Lane 1b. Development (project) number: KS062000001
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 checked="" type="checkbox"/>
3. Application status (select one) Approved ; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved , submitted, or planned for submission: <u>(03/19/2008)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 47 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

6.0 903.7(7) Community Service and Self-Sufficiency

(1) Services and programs offered to residents and participants by the Housing Authority of the City of Chanute are as follows: *N/A*

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/ specific criteria/other)	Access (development office/PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Policies or programs for the enhancement of the economic and social self-sufficiency of assisted families.

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 06/01/09)
Public Housing	N/A	N/A
Section 8	25	1

The steps the PHA will take for maintaining the minimum program size required by HUD is:

- A waiver was issued by HUD on 2/20/2008

Welfare Benefit Reduction:

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:

- 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

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(3) PHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

Description of the Community Service Plan

The Housing Authority of the City of Chanute Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority of the City of Chanute believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

Administrative Steps Taken To Implement The Requirement

The following administrative steps were taken in implementing the PHA Community Service Policy. A written notification was sent to all residents regarding requirements on exempt status of each adult family member. Informed all residents that the program would be administered by the PHA, however; they are required to have their hours documented and signed by the agencies where they volunteered. Finally that the volunteer sheet required for filing would be provided by the PHA. The PHA maintains a tracking log.

6.0

Programmatic Aspects Of The Requirements

Activities that the residents can participate in and receive community service credit are Resident Council, Nursing Homes to help care for others. The SRS assist the residents in accomplishing their community service. For non-compliance with the Community Service Policy the PHA informed residents again of the requirements, then inform them of the consequences for non-compliance, i.e., grounds for eviction.

Community Service Implementation Report:

- Number of tenants performing community service: 10
- Number of tenants granted exemptions: 126
- Number of tenants in non-compliance: 0
- Number of tenants terminated/evicted due to non-compliance: 0

903.7(8) Safety and Crime Prevention

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

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

1. Description of the need for measures to ensure the safety of public housing residents.
 - Residents fearful for their safety and/or the safety of their children
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:
 - Resident reports
 - PHA employee reports
 - Police reports
3. Developments that are most affected:
 - Osage Village

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

1. List of crime prevention activities:
 - Crime Prevention Through Environmental Design
 - Volunteer Resident Patrol/Block Watchers Program

6.0

2. Developments that are most affected:

- Osage Village

C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

2. Developments that are most affected:

- Osage Village

903.7(9) Pets

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig, and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules.

A non-refundable nominal pet fee of \$100.00 will be required.

A refundable pet deposit of \$50.00 (\$25.00 for aquariums) will be charged and is intended to cover the reasonable operating costs to the development directly attributed to a pet or pets in the unit (i.e. fumigation of a unit).

Limit of one pet per household.

Limit for birds is two (2).

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty (20) pounds; height shall not exceed fifteen (15) inches. This does not apply to service animals that assist persons with disabilities.

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be spayed or neutered.

Pet must be maintained on leash and kept under control when taken outside the unit.

6.0 903.7(10) Civil Rights Certification

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section assistance programs:

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission the housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;
- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office and at each development office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

6.0

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

903.7(11) Fiscal Year Audit

The PHA is 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)).

The most recent fiscal audit was submitted to HUD.

There were no findings as the result of that audit.

903.7(12) Asset Management *N/A*

903.7(13) Violence Against Women Act (VAWA)

The Housing Authority of the City of Chanute has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with Hope Unlimited to assist victims of domestic violence move.

In addition, the PHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA's intent to maintain compliance with all applicable requirements imposed by VAWA.

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;

6.0

- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA.
- Allow the transfer of a family who is a victim of domestic violence to a different development.

The Housing Authority has trained its staff on the required confidentiality issues imposed by VAWA.

Finally, the PHA is providing a preference in the Public Housing and Section 8 HCV program for victims of domestic violence.

Section 6.0 b

Identify where the Annual PHA Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA.

- Main Administrative Office – 818 S. Santa Fe, Suite C, Chanute, KS 66720

7.0 **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**
Include statements related to these programs as applicable.

a. HOPE VI or Mixed Finance Modernization or Development ***NO CHANGE***

The PHA has not received a HOPE VI revitalization grant.

Status of HOPE VI revitalization grant(s). ***N/A***

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

7.0 b. Demolition and/or Disposition ***NO CHANGE***

The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.

Activity Description: *N/A*

c. Conversion of Public Housing

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

The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

Activity Description: *N/A*

d. Homeownership

A. Public Housing

The PHA does not administer any homeownership programs for public housing.

Activity Description: *N/A*

B. Section 8 Tenant Based Assistance ***NO CHANGE***

The PHA does not plan to administer any homeownership programs for section 8.

Program Description: *N/A*

e. Project-based Vouchers ***NO CHANGE***

Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

Required reports are included as following attachments:

- 2010 Capital Fund Program Annual Statement - attachment ks062a01
- 2009 Performance and Evaluation Report – attachment ks062b01
- 2009 ARRA Performance and Evaluation Report – attachment ks062c01
- 2008 Performance and Evaluation Report - attachment ks062d01
- 2007 Performance and Evaluation Report - attachment ks062e01

8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

Required report is included as following attachment:

- FY 2010 Capital Fund Program 5 Year Action Plan - attachment ks062f01

8.3 Capital Fund Financing Program (CFFP). *N/A*

Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”. Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	63,580	5	5	5	3	4	3
Income >30% but <=50% of AMI	56,194	5	5	5	3	4	3
Income >50% but <80% of AMI	74,995	5	5	5	3	4	3
Elderly	37,385	5	5	5	5	5	3
Families with Disabilities	19,000	5	5	5	5	5	3
White	149,680	5	5	5	3	4	3
Black/African American	22,190	5	5	5	3	4	3
Native Indian/Alaskan Native	2,210	5	5	5	3	4	3
Asian	4,130	5	5	5	3	4	3
Native Hawaiian/Other Pacific Islander	129	5	5	5	3	4	3
Hispanic	16,430	5	5	5	3	4	3

9.0

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	41		12
Extremely low income <=30% AMI	27	66%	
Very low income (>30% but <=50% AMI)	12	29%	
Low income (>50% but <80% AMI)	2	5%	
Families with children	32	78%	
Elderly families	4	10%	
Families with Disabilities	5	12%	
White	37	90%	
Black/African American	2	5%	
American Indian/Alaska Native	2	5%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	12	29%	
2 BR	13	32%	
3 BR	10	24%	
4 BR	6	15%	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

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

If yes:

How long has it been closed (# of months)? *N/A*

Does the PHA expect to reopen the list in the PHA Plan year? No Yes *N/A*

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

9.0

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	46		6
Extremely low income <=30% AMI	29	63%	
Very low income (>30% but <=50% AMI)	15	33%	
Low income (>50% but <80% AMI)	2	4%	
Families with children	40	98%	
Elderly families	2	4%	
Families with Disabilities	4	9%	
White	45	98%	
Black/African American	0	0%	
American Indian/Alaska Native	1	2%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

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

If yes:

How long has it been closed (# of months)? *N/A*

Does the PHA expect to reopen the list in the PHA Plan year? No Yes *N/A*

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

9.1

Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Strategies ***NO CHANGE***

Need: Shortage of affordable housing for all eligible populations

PHA shall maximize the number of affordable units available to the PHA within its current resources by:

- 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
- 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

PHA shall increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available
- Pursue housing resources other than public housing or Section 8 tenant-based assistance

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

PHA shall target available assistance to families at or below 30 % of AMI

- Adopt rent policies to support and encourage work

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

PHA shall target available assistance to families at or below 50% of AMI

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

9.1

Need: Specific Family Types: The Elderly

PHA shall target available assistance to the elderly:

- Seek designation of public housing for the elderly
- Seek means for conversion of high rise to assisted housing

Need: Specific Family Types: Families with Disabilities

PHA shall target available assistance to Families with Disabilities:

- Affirmatively market to local non-profit agencies that assist families with disabilities

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

PHA shall increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

PHA shall conduct activities to affirmatively further fair housing

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

Reason for Selecting Strategies

- 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

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals

The Housing Authority of the City of Chanute has been successful in achieving its mission and 5 year plan goals during the fiscal year 2009. Goals are either completed or on target for completion as scheduled.

Concerning modernization the PHA has done substantial renovation at Osage Village, including new boiler and chiller, redecorated lobby with new carpet, new elevator floors, new 3 & 4 bedroom bathrooms and new sidewalks and drives at scattered housing.

Concerning self-sufficiency and crime and safety, PHA efforts reduced crime in the communities through new security cameras, keyless entry system and liaison officer with local police at Osage Village.

Concerning improving the quality of life, the PHA has provided various activities and worked with the resident councils. At the local nursing home we provide monthly birthday parties and bingo parties.

To ensure compliance with the HUD's latest rules and regulations, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan regarding tenant charges and the Grievance Policy.

Concerning ensuring equal opportunity, outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

10.0

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviations from the 5-Year Plan

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

Significant Amendments or Modification to the Annual Plan

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency* work items over \$200,000 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

- (c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. *N/A*

11.0

Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. Provided as attachment ks062g01
- (g) Challenged Elements – No challenged elements.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) Provided as attachments ks062a01, ks062b01, ks062c01, ks062d01, ks062e01.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) Provided as attachment ks062f01

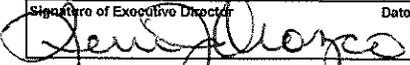
Attachment: ks062a01

Part I: Summary

PHA Name: Housing Authority of the City of Chanute	Grant Type and Number: Capital Fund Program Grant No: KS16P062501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
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Type of Grant
 Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement (revision no: _____)
 Performance and Evaluation Report for Program Year Ending _____ Final Performance and Evaluation Report (for Program Year Ending _____)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-Capital Funds				
2	1408 Operating Expenses (may not exceed 20% of line 20) 3	65,000.00			
3	1408 Management Improvements	7,500.00			
4	1410 Administration (may not exceed 10% of line 20)	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	12,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site improvement	0.00			
10	1460 Dwelling Structures	292,080.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Non-dwelling Structures	0.00			
13	1475 Non-dwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1482 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities 4	0.00			
18a	1501 Collateralization or Debt Service paid by the PHA	0.00			
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00			
19	1502 Contingency (may not exceed 8% of line 20)	0.00			
20	Amount of Annual Grant (sums of lines 2-19)	376,580.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director 	Date 10/8/09	Signature of Public Housing Director	Date
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1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Attachment: ks062b01

Expires 4/30/2011

Part I: Summary

PHA Name: <p style="text-align: center;">Chanute Housing Authority</p>	Grant Type and Number: Capital Fund Program Grant Nr: KS16P062501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: <p style="text-align: center;">2009</p> FFY of Grant Approval: <p style="text-align: center;">2009</p>
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Type of Grant
 Original Annual Statement
 Reserved for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Program Year Ending 6/30/09
 Final Performance and Evaluation Report (for Program Year Ending _____)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	57,500.00	60,897.00	0.00	0.00
3	1408 Management Improvements	18,600.00	18,600.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	13,000.00	13,000.00	0.00	0.00
10	1460 Dwelling Structures	179,500.00	69,500.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	8,000.00	8,000.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	276,600.00	169,997.00	0.00	0.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director 	Date 10/8/09	Signature of Public Housing Director _____	Date _____
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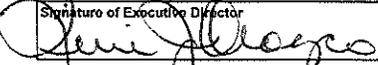
1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Part I: Summary

PHA Name: Chanute Housing Authority	Grant Type and Number: Capital Fund Program Grant No: KS16S062501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009
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Type of Grant
 Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Program Year Ending 6/30/09 Final Performance and Evaluation Report (for Program Year Ending _____)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	10,283.00	10,912.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	196,912.00	196,283.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	207,195.00	207,195.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director 	Date 10/8/09	Signature of Public Housing Director	Date
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 4 RHF funds shall be included here.

Part I: Summary

PHA Name: Chanute Housing Authority	Grant Type and Number: Capital Fund Program Grant No: KS16P062501-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008
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Type of Grant
 Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Program Year Ending 6/30/09 Final Performance and Evaluation Report (for Program Year Ending _____)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	53,500.00	0.00	0.00	0.00
3	1408 Management Improvements	5,500.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	104,687.00	163,687.00	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	163,687.00	163,687.00	0.00	0.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director <i>[Signature]</i>	Date 10/8/09	Signature of Public Housing Director	Date
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Part I: Summary

PHA Name: Chanute Housing Authority	Grant Type and Number: Capital Fund Program Grant No: KS16P062501-07 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2007 FFY of Grant Approval: 2007
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Type of Grant
 Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Program Year Ending 6/30/09 Final Performance and Evaluation Report (for Program Year Ending _____)

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	53,500.00	53,500.00	53,500.00	53,500.00
3	1408 Management Improvements	5,500.00	5,500.00	5,500.00	5,500.00
4	1410 Administration (may not exceed 10% of line 20)	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	8,277.00	8,277.00	8,277.00	8,277.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	81,000.00	81,000.00	1,000.00	1,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	18,000.00	18,000.00	15,501.22	15,501.22
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1482 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1485.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	166,277.00	166,277.00	83,778.22	83,778.22
21	Amount of line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Compliance				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director <i>[Signature]</i>	Date 10/8/09	Signature of Public Housing Director	Date
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Capital Fund Program Five-Year Action Plan

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

Attachment: ks062f01

Expires: 4/30/2011

Part I: Summary						
PHA Name/Number			Locality (City/County& State)		<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revision No. _____
Housing Authority of the City of Chanute / KS062 Chanute/Neosho County/Kansas						
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	539,817.00	315,793.00	253,933.00	360,965.00
C.	Management Improvements		7,500.00	7,000.00	7,000.00	7,500.00
D.	PHA-Wide Non-dwelling Structures and Equipment		34,308.00	0.00	0.00	0.00
E.	Administration		0.00	0.00	0.00	0.00
F.	Other		0.00	0.00	0.00	0.00
G.	Operations		65,000.00	65,000.00	65,000.00	65,000.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		0.00	0.00	0.00	0.00
K.	Total CFP Funds		646,625.00	387,793.00	325,933.00	433,465.00
L.	Total Non-CFP Funds					
M.	Grand Total					

Capital Fund Program Five-Year Action Plan

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires: 4/30/2011

Part I: Summary (Continuation)						
PHA Name/Number		Locality (City/County& State)			<input type="checkbox"/> Original	<input type="checkbox"/> Revision No. _____
A.	Development Number and Name	Work Statement for Year 1 FFY_____	Work Statement for Year 2 FFY_____	Work Statement for Year 3 FFY_____	Work Statement for Year 4 FFY_____	Work Statement for Year 5 FFY_____
		Annual Statement				

Blank - not needed

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for	Work Statement for Year <u>4</u> FFY <u>2013</u>			Work Statement for Year <u>5</u> FFY <u>2014</u>		
Year 1 FFY <u>2010</u>	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Items	Quantity	Estimated Cost
See	HA-Wide			HA-Wide		
Annual						
Statement	SITE IMPROVEMENTS			SITE IMPROVEMENTS		
	Western St. Cul-de-sac		92,805.00	Landscaping		117,707.00
		Total 1450	92,805.00		Total 1450	117,707.00
	DWELLING STRUCTURES			DWELLING STRUCTURES		
	HR-Wall Covering	50	31,921.00	N. Ronda Lane - Carpet	15	46,028.00
	Closet doors	547	129,207.00	GO-floors	42	197,230.00
		Total 1460	161,128.00		Total 1460	243,258.00
	2013 Physical Needs Estimage		253,933.00			360,965.00

Attachment: ks062g01
Housing Authority of the City of Chanute
Resident Advisory Board Consultation process

- 1. Resident notification of appointment to the Advisory Board**
At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board – Newsletters for April and June
- 2. Resident Advisory Board Selection**
Selection made from resident/participant response – 6/4/09
- 3. Meeting Organization**
Schedule date to meet with Resident Advisory Board for input to PHA Plan
Notify Resident Advisory Board of scheduled meeting – 6/4/09
Hold Resident Advisory Board meeting – 6/17/09
- 4. Notification of Public Hearing**
Schedule date for Public Hearing and place ad – 6/19/09
Notify Resident Advisory Board – 6/26/09
Hold Public Hearing meeting 8/27/09
- 5. Documentation of resident recommendations and PHA's response to recommendations**

The Resident Advisory Board met for the initial meeting Wednesday, June 17, 2009 in the conference room of the Housing Authority of the City of Chanute's office at 818 S. Santa Fe, Suite C, Chanute, KS 66720. Those attending were Terri Orozco, Executive Director, Residents: Jon Odell, Lonna Lawrence, Violet Saienni, Vincent Baylor, Hazel Spiltz, Peggy Davidson, Letha Myers, Norma Neely, Peggie Johns, Martha Wood, Marcia Gustin, Kathrina Weaver, Fred Brown and David How.

Executive Director Terri Orozco expressed her surprise and gratitude for the large number in attendance. A brief explanation and review of the role of the RAB board was discussed.

Terri handed out copies of the summary of our recent Needs Assessment conducted by Zingre' and Associates. An explanation of the summary and how the Capital Fund Program works was given by Terri. Items on the list were discussed and questions answered. Terri talked about the ARRA Grant for 2009 and informed the residents that the priority for that money was new roofs for Ronda Lane new and old as well as the scattered sites. The RAB Board agreed the roofs were the number one priority and were extremely pleased that they will be replaced this year. The grand total for all locations was \$2.5 million. Terri explained that not every item could be addressed in 5 years. Items will be prioritized and placed on the 5 year plan accordingly. Our Housing Authority usually receives an annual amount of approximately \$165,000.00 for Capital Funds.

The residents were asked if they had any other suggestions for improvements for our 5 year plan. The consensus among the group was they thought the Needs Assessment Study was right on target.

The rest of the meeting was devoted to listening to complaints from residents ranging from mowing and the pond at Ronda Lane to increased security at Osage Village. Terri assured everyone that they are doing the best they can with the available resources and weather conditions. She suggested that the rent could be increased to pay a professional to do the lawn care. That was not an option in the resident's minds. As for the security issues at the high rise, Terri explained that the keyless entry system now being installed should take care of the problems in the lobby.

Terri once again thanked everyone for coming and asked if they would like to meet again. Several members said no, a couple said if the resident councils had any other suggestions they would let the office know and a meeting could be scheduled at that point.

With no further business the meeting was adjourned.