

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

KS004

Wichita Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: **City of Wichita Housing Authority**

PHA Number: **KS004**

PHA Fiscal Year Beginning: **1/2001**

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 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or the 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) 81.41 1998 Score
 - Improve voucher management: (SEMAP score) n/a
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

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

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Not applicable due 903.7(r) Federal Register/Vol. 64, No. 203/Thursday, October 21, 1999.

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

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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 in 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 **ks004a01**
- Pet Policy **ks004e01 ks004f01**
- Section 8 Homeownership Capacity Statement **ks004g01**
- Implementation of Community Service Requirements **ks004h01**
- 5-Year Plan Progress **ks004i01**
- Resident Member of the Governing Board **ks004j01**
- Membership of the Resident Advisory Board **ks004k01**
- Customer Service Follow Up Plan **ks004l01**
- Tenant Advisory Board Comments **ks004m01**
- FY 2001 Capital Fund Program Annual Statement (attached table)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan **Attachment to certifications**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards
- Public Housing Grievance Procedure **ks004b01**

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
On display	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
On display	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
On display	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
On display	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
On display	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
On display	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
On display	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
On display	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 2/1999 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
On display	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
On display	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
On display	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
On display	Public housing management and maintenance policy documents including policies for the prevention or eradication of pest	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	infestation (including cockroach infestation)	
On display	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
On display	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
On display	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
On display	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
On display	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
On display	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
On display	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
On display	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
On display	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	10,669	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	6,814	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	3,737	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	3,339	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 - 2004

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA’s waiting list. **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 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	1919		300
Extremely low income <=30% AMI	N/A		
Very low income (>30% but <=50% AMI)	N/A		
Low income (>50% but <80% AMI)	N/A		
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <u>26 months</u> Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			

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	1889		100
Extremely low income <=30% AMI	N/A		
Very low income (>30% but <=50% AMI)	N/A		
Low income (>50% but <80% AMI)	N/A		
Families with children	N/A		

Housing Needs of Families on the Waiting List			
Elderly families	N/A		
Families with Disabilities	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	646	34%	
2 BR	549	29%	
3 BR	480	25%	
4 BR	206	11%	
5 BR	11	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 26 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" 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)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$1,136,800	
b) Public Housing Capital Fund	1,192,600	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,682,100	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Comp Grant Program	1,000,000	Modernization
3. Public Housing Dwelling Rental Income	819,000	Operations
Non-dwelling Rental	20,000	Operations
4. Other income (list below)		
Investment	35,000	Operations
Other	20,000	Operations
4. Non-federal sources (list below)		
Total resources	\$13,905,500	\$13,905,500

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: with formal application after the Preoccupancy Meeting

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

(3) Assignment

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

- One - Bottom of list
- Two
- Three or More - Removed from list

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority,

and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: **All developments**

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: 4002 & 4004

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

1. Unavailable affordable housing and appropriate bedroom sized units
2. Tenant has detrimental previous landlord references

(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)

Welfare to Work Program

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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
Substandard housing
- 1 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
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

Welfare to Work

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other: Direct mail

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum

rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

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?

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

When the tenant's rent based upon 30% of adjusted gross income exceeds the below flat rents.

FLAT RENTS

1 bedroom - \$275	4 bedroom - \$475
2 bedroom - \$350	5 bedroom - \$525
3 bedroom - \$425	6 bedroom - \$550

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_10% _____
- Other (list below)

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

2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

HUD regulations

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.

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	550	100
Section 8 Vouchers	1700	100
Section 8 Certificates	150	0
Section 8 Mod Rehab	58	10
Special Purpose Section 8 Certificates/Vouchers (list individually)	SPC - 106	65
Public Housing Drug Elimination Program (PHDEP)	50	0
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

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

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

ks004c01

(2) Section 8 Management: (list below)

Section 8 Administrative Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (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

-or-

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

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number KS16P0045100 FFY of Grant Approval: (10/2001)

Original Annual Statement

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Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$104,235
3	1408 Management Improvements	48,000
4	1410 Administration	120,000
5	1411 Audit	5,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75,000
8	1440 Site Acquisition	
9	1450 Site Improvement	48,000
10	1460 Dwelling Structures	410,430
11	1465.1 Dwelling Equipment-Nonexpendable	245,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	100,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	36,981
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,192,646
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	\$99,000
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

(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: **HUD-52834 attachment with certifications**

-or-

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

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

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

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

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

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

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

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description		
1a. Development name:	Greenway Manor	McLean Manor
1b. Development (project) number:	KS16P004005	KS16P004011
2. Designation type:		
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>		
Submitted, pending approval <input type="checkbox"/>		
Planned application <input type="checkbox"/>		
4. Date this designation approved, submitted, or planned for submission: 12/14/98		
5. If approved, will this designation constitute a (select one) N/A		
<input type="checkbox"/> New Designation Plan		
<input type="checkbox"/> Revision of a previously-approved Designation Plan?		
6. Number of units affected: 176		

7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description		
1a. Development name:	Rosa Gragg	Bernice Hutcherson
1b. Development (project) number:	KS16P004006	KS16P004010
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) Original project design		
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:		
5. If approved, will this designation constitute a (select one) N/A		
<input type="checkbox"/> New Designation Plan		
<input type="checkbox"/> Revision of a previously-approved Designation Plan?		
6. Number of units affected: 50		
7. Coverage of action (select one)		
<input type="checkbox"/> Part of the development		
<input checked="" 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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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:	Single-family units
1b. Development (project) number:	KS16P004002, KS16P004004, KS16P004007
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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>Approved 5/12/98</u>
5. Number of units affected:	100
6. Coverage of action: (select one)	<input checked="" 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:

Enrollment in FSS

Agreement to participate in a Maintenance Reserve Program

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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? 9/24/99

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	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

		selection/specific criteria/other)		

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 1/1/00)
Public Housing	0	0
Section 8	225	175

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)
KS16P004002, KS16P004004

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

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

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

2. Which developments are most affected? (list below)
KS16P004002 KS16P004004

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
KS16P004002, KS16P004004

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- 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 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. **ks004d01**

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

ks004e01 ks004f01

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) **KS004m01**
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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: City of Wichita, 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)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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
KS16P004002 single-family	Complete renovation	1460	\$311,430
	Handicap revisions	1460	99,000
	Tree removal	1450	15,000
KS16P004007 single-family	Replacement of sidewalks, porches & approaches	1450	33,000
KS16P004011 McLean Manor	Elevator restoration (2)	1465.1	180,000
	Replacement of common area furniture	1465.1	45,000
	Replacement of exterior benches	1475	20,000
PHA Wide	Administrative	1410	120,000
	Management improvements	1408	48,000
	Computer replacement	1475	40,000
	Handheld radios	1475	60,000
	In-house engineering	1430	75,000
	Contingency	1502	36,981
	Operations	1406	104,235
	Audit	1411	5,000

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)
KS16P004002	December 31, 2002	December 31, 2003
KS15P004007	December 31, 2002	December 31, 2003
KS16P004011	December 31, 2002	December 31, 2003
PHA - Wide	December 31, 2002	December 31, 2003

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
4002	191 - SF	X					X	
4004	100 - SF						X	
4005	86 - Apt.				X			
4006	32 - Apt							
4007	48 - SF	X						
4010	18 - Apt						X	
4011	90 - Apt	X			X			
4012	3 - SF							
4013	5 - SF							
4014	4 - SF							
		Apt (Apartment) SF (Single Family Dwelling)						

CITY OF WICHITA HOUSING AUTHORITY
PUBLIC HOUSING

ADMISSIONS & CONTINUED OCCUPANCY POLICY
(ACOP)

Approved 9/28/00

I. NONDISCRIMINATION

The Wichita Housing Authority shall not discriminate because of race, creed, color, sex, age, handicap, religion, familial status, or national origin in the leasing, rental, or other disposition of housing or related facilities (including land) included in any project development or project under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended (Housing and Community Development Act Amendments (HCDA) of 1981, and Housing and Urban-Rural Recovery Act (HURRA) of 1983), or in the use or occupancy thereof. The Wichita Housing Authority shall not, on account of race, creed, color, sex, age, religion, handicap, familial status, or national origin, deny to any family the opportunity to apply for such housing, nor deny to any eligible applicant the opportunity to lease or rent any dwelling in any such housing suitable to its needs.

II. ELIGIBILITY FOR ADMISSION

The Wichita Housing Authority records with respect to applications for admission to any public housing assisted under the United States Housing Act of 1937, as amended, shall indicate as to each application the date and time of receipt; the determination of the local authority as to eligibility or ineligibility of the applicant; where eligible, the unit size for which the applicant is eligible; and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

To be eligible for admission an applicant must meet the following conditions:

A. The applicant must qualify as a family. A family consists of:

1. two or more persons residing together in a stable family-type relationship, including single pregnant women with no other children (regardless of delivery date) or a single person in the process of securing legal custody and/or adoption of any individual, who has not obtained the age of 18 years, who meets all other requirements;
2. a head of household, spouse, or sole family member who is at least 62 years of age, or a disabled person, and may include two or more elderly, disabled or handicapped persons, living with another person who is determined to be essential to their care and well being (see Glossary for definition of "Live-in-Aide");
3. the remaining member of a tenant family (for continued occupancy purposes only), who is at least 18 years of age, or the age of majority as designated by state law;
4. a single person or near elderly at least 50 years old, but under the age of 62 years person living alone or intending to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a tenant family; or
5. a displaced person who is displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized

pursuant to federal disaster relief laws, as well as the conversion, sale or closing of an applicant's building.

- A. The applicant must be income eligible. The applicant's total family annual income as defined in Section X, shall not at the time of admission, exceed the HUD approved amounts posted on the Wichita Housing Authority official bulletin board(s).
- B. The applicant may be denied admission to the project, if such admission would prove detrimental to the project or its residents. The criteria for tenant selection shall be reasonably related to individual attributes and behavior of an applicant over the most recent five year period and shall not be related to those which may be imputed to a particular group or category of persons of which an applicant may be a member. However, before such determination is made, consideration shall be given to favorable changes in the families pattern of behavior, such as a lapse of two years since an offense and to other extenuating circumstances which offer reasonable assurance that the family meets the Wichita Housing Authority admission standards.
- C. Applicants for assistance and participants must submit their complete and accurate social security numbers and cards. In addition, all family members must disclose their social security number and cards. This includes subsequent declaration in instances where a household adds a new member.
- D. An authorized representative of the Wichita Housing Authority shall document pertinent information and deny applicants relative to, but not limited to the below.
 - 1. History of Recent Criminal Activity – includes cases in which a member of the family who is expected to reside in the household was or is engaged in prostitution, sale or use of illegal drugs, or other serious criminal activity.

In a decision about criminal activity, the Wichita Housing Authority has the discretion to consider all of the circumstances of the case. In appropriate cases, the Wichita Housing Authority may permit admission and continued occupancy of family members not involved in criminal activity and may impose a condition that the person who engaged in the illegal activity will not reside in the unit. The Wichita Housing Authority also may require a family member who has engaged in illegal use of drugs to present evidence of successful completion of a treatment program as a condition of admission or being allowed to remain in the unit.

- 2. Pattern of Behavior – includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors.
- 3. Confirmed Drug Addiction – includes standards pursuant to Section 570 of the *Wichita Housing and Work Responsibility Act of 1998* prohibit admission to the low-income public housing for any household with a member who the Wichita Housing Authority determines is illegally using a controlled substance. Households with a member with respect to whom the Wichita Housing Authority determines that it has reasonable cause to believe that such household member's illegal use (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents shall also be denied admission.

In determining whether to deny admission to low-income public housing to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, the Wichita Housing Authority may consider whether such household member has done the following:

- a. successfully completed a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

- b. been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
 - c. is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
1. Rape or Sexual Deviation – includes individuals who have been involved as offenders in rape, indecent exposure, sodomy, carnal abuse, and impairing the morals of a minor. Exception may be permitted in the case of an individual under 16 years when he/she was involved in such offense and evidence from a reliable source shows that the individual may be considered rehabilitated.
 2. Initiating Threats – behavior in a manner of indicating intent to assault persons, employees or tenants of previous housing.
 3. Abandonment of a Previous Housing Unit – abandonment of the unit without advising the housing agency officials so that staff may secure the unit and protect its property from vandalism.
 4. Non-Payment of Rightful Obligations – excluding legal bankruptcy and cases where such nonpayment is a direct result of illness or injury as documented by medical records.
 5. Intentionally Falsifying an Application for Housing – including giving false information regarding family income, size, or utilization of an alias on the application for housing.
 6. Record of Serious Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior – behavior which consists of patterns which endanger the life, safety, morals or welfare, or right to peaceful enjoyment of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a family setting. Includes neglect of children which endangers their health, safety, or welfare; judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, alcoholism or frequent loud parties, which have resulted in serious disturbances to neighbors.
 7. Grossly Unsanitary or Hazardous Housekeeping – includes the creation of a fire hazard through acts such as hoarding rags and papers, damage to premises and equipment, if it is established that the family is responsible for the condition; infestation, foul odors (including pet odors), depositing garbage, or pet waste in areas other than those specifically designated, or neglect of the premises. This category does not include families, whose housekeeping is found to be disorderly, where such conditions do not create a problem from neighbors.
 8. Destruction of Property
- A. Elderly or handicapped applicants or tenant may not be denied admission or continued occupancy in rental housing built exclusively for occupancy by the elderly or handicapped by reason of ownership of a common household pet which is eligible under the terms of the Wichita Housing Authority pet policy.

I. PROCESSING APPLICATIONS FOR ADMISSION

- A. Upon the opening of the application process, each family seeking admission to the low-income public housing program must complete a preliminary application signed by the head of the family, spouse, or other responsible party. This application will be reviewed by staff to determine the applicant's eligibility based on income guidelines and family by definition. Each applicant will be advised in writing,

at the earliest date possible, as to his or her eligibility for the low income public housing program. Each applicant determined to be eligible will then be placed on a waiting list (if they cannot be housed immediately) and advised in writing of their status on the waiting list.

The applicant will be later notified as to the scheduled time of a Preoccupancy Meeting at which time a formal application will be completed. Such notification shall indicate that the attendance at the Preoccupancy Meeting is mandatory and is a condition of placement. In the event that no other applicants exist on the waiting list for a particular bedroom size, the requirement to attend a Preoccupancy Meeting may be waived by staff. Otherwise, failure to attend the scheduled Preoccupancy Meeting will result in a determination of ineligibility and the applicant's name will be purged from the waiting list.

- B. The formal application will request all information relative to previous housing, total family income, total income from assets, value of assets, medical expenses (elderly, disabled or handicapped only), handicapped assistance expense, full-time student status, child care expense, family requesting larger units then applicable, and family type composition.
 - 1. The above information will require verification of third parties. Third party oral verification must be properly documented as to time, date, source, and signed by the Wichita Housing Authority staff member who made the contact. When written or oral third party verifications are impossible to obtain, applicable documents may be photocopied except when prohibited by law (i.e., government checks). Sources of information may include, but not limited to, the applicant, (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. All verifications shall be maintained in the applicant's file. All applicants must produce the name, address, and phone number of their current/previous landlord or they will be considered ineligible.
 - 2. Verified information will be analyzed and a determination will be made with respect to the following:
 - a. eligibility of applicant with respect to back monies owed to the Wichita Housing Authority;
 - b. eligibility of applicant as a family;
 - c. eligibility of applicant with respect to income limits for admission;
 - d. eligibility of applicant with respect to standards for admission as described in Section II;
 - e. size of unit required for family; and
 - f. rent which the family should pay.

Failure to provide a landlord reference, or failure of a landlord to respond with verification within 15 days will automatically be an ineligible determination excluding cases wherein the landlord refuses to cooperate as verified by Wichita Housing Authority staff. In such instances, attempts will be made to contact a previous landlord. Where no landlord exists, a home visit will be conducted by staff to insure compliance with the screening criteria of this policy.

- 3. Each applicant determined to be ineligible shall be promptly notified of such determination in writing stating the reason for ineligibility and a record of such determination will be maintained in the applicant's folder. Such notice shall state that the applicant has the right to a Private Conference with the Wichita Housing Authority Property Management Supervisor or his/her

designated representative, if requested within ten days from the date of the notice. The Wichita Housing Authority shall, within ten working days of the receipt of a request for an ineligible applicant for a private conference, notify the ineligible applicant of the time and date of the Private Conference. Whatever evidence is to be presented shall be heard on that date.

After the conclusion of the Private Conference, a decision will be made upon the merits of the evidence presented. Any individual who was a party to the original eligibility decision will not make the decision. Within fifteen days, the written decision shall be forwarded to the applicant, and a copy retained in the applicant's file.

- A. Total family income will be determined in accordance with the definition in Section X. of this policy and adjusted income and Total Tenant Payment (TTP) will be computed in accordance with Section X. D.
- B. When the applicant has been offered one unit and the offer has been refused the application will be dated and placed at the bottom of the waiting list. In the event the applicant refuses the third unit offered, the applicant will be purged from the waiting list.
- C. If more than 90 days elapse between the date of the determination of the family's eligibility and the date the family is scheduled for admission, all eligibility factors will be rechecked for changes.
- D. If an applicant has not responded to a unit offer mailed to the last know address within five calendar days from the date of the notice was mailed, the application will be placed in the inactive file and the waiting list documented accordingly.

IV. LEASING

- A. Calculation of Rent – a family residing in low income public housing shall be given the opportunity to choose between one of the below rent options as their monthly rental amount.
 - 1. Flat Rent – the Board of Housing Commissions shall establish the monthly flat rental amount for each bedroom size. The flat rent shall not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through enrollment or who have attained a level of self-sufficiency through their own efforts.
 - 2. Income-Based Rent – rental amount calculated on the level of a tenant's income, which is the higher of 10% of monthly income or 30% of monthly adjusted income.
- B. Lease Agreement – prior to admission, a lease agreement shall be signed by the family head and spouse or other responsible member, and executed by the Wichita Housing Authority. The head of a family is the responsible person who is legally and morally responsible for the group and who is actually looked to and held accountable for the families need. The household head and spouse also are required to sign an Applicant/Tenant Certification, Federal Privacy Act Statement and Disposal Assets Certification. The Form HUD-9886, Authorization for the Release of Information must be signed and dated by each head spouse and any other adult family members. The Wichita Housing Authority will retain the certification for at least three years.

The Wichita Housing Authority shall amend the lease with an addendum under the following circumstances:

- 1. at a regularly scheduled or interim reexamination of income (the Notice of Rent Adjustment issued to amend the dwelling lease need only be signed by the Wichita Housing Authority with the original sent to the tenant retaining a copy in the tenant file);

2. a change in family composition, unit size, or transfer;
3. at the time of transfer for any tenant moving from one dwelling unit in a project to any other dwelling unit in a project to any other dwelling unit in a project; and
4. any appropriate rider prepared to amend any provision of the lease.

All addenda shall be made a part of the lease agreement. Conditions and requirements of the lease become a part of this Admissions and Continued Occupancy Policy by reference.

- C. Utility Deposits – prospective tenants responsible for furnishing the utilities must assure the Wichita Housing Authority that the necessary utility service(s) for the anticipated unit will be obtained in order to comply with the requirement of a safe, sanitary and healthful living environment.
- D. Security Deposit – prospective tenants must deposit with the Wichita Housing Authority an amount established by Board adopted resolutions concerning Security Deposits and the Pet Policy. These deposit amounts will be posted on the project bulletin board.

V. UNIT SIZE AND TYPE REQUIRED

The following suggested standards would determine the number of bedrooms required accommodating a family of a given size, except that such standards may be waived when a vacancy problem exists, and it is necessary to achieve or maintain full occupancy.

A. NUMBER OF BEDROOMS	NUMBER OF PERSONS	
	MINIMUM	MAXIMUM
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

- B. An unborn child will be considered a person for occupancy purposes.
- C. Dwelling units will be assigned so that:
 1. children under three years of age may occupancy the same bedroom with parents;
 2. for reasons of health (old age, physical disability, etc.) separated bedrooms may be provided for such as individual family member if verified as to need by a health care provider;
 3. the living room or a basement will not regularly be used as a bedroom; and
 4. social factors such as differences in age or sex in siblings shall be into account in determining unit size. Children of opposite sex, ten years or older, may have separate bedrooms.
- D. Offering Handicap Units to Handicap Applicants or Tenants – when an accessible unit becomes vacant, the Wichita Housing Authority before offering such unit to a non-handicapped applicant shall offer such unit, first, to a current occupant of another unit of the same project or comparable project under common control, having handicaps requiring accessibility features of the vacant unit and occupying a unit not having such features. If no

such occupant exists, the unit will be offered to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit. (F.R. dated June 2, 1988, 24 CFR, Part 8, Section 8.27)

V. TENANT SELECTION POLICIES

- A. The Wichita Housing Authority will place applicants based on a broad range of income for the following purposes:
 - 1. to avoid concentration of the most economically and socially deprived families in any one or all the Wichita Housing Authority public housing projects and
 - 2. to attain a tenant body in each project composed of families with a broad range of income and rent-paying ability which is generally representative of the range of incomes of lower and very low-income families in the Wichita Housing Authority area of operation, as set forth in Section II. B. of this policy. However, not less than 40 percent shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30 percent of the area median income.
- A. The Wichita Housing Authority will select applicants for Low-income Public Housing in the order of Preliminary Application date and time.
- B. In the event that it is determined that the Wichita Housing Authority, through the normal tenant selection process, is unable to achieve an acceptable income mixture in its developments, the offering process may include skipping families on the waiting list specifically to target families with lower or higher incomes. This policy of skipping, if implemented, will be uniformly applied. For the purposes of this income targeting policy, lower incomes shall be defined as annual incomes 30 percent or less than the area median income and higher incomes shall be defined as annual incomes greater than 30 percent of the area median income.
- C. The Wichita Housing Authority may allow a police officer who is not otherwise eligible for residency in public housing to reside in a public housing dwelling unit. The number of police officers admitted shall not exceed more than one officer for each public housing concentration. The admission of a police officer shall only be permitted for the purpose of increasing security for the residents of a public housing project.

A police officer is defined as a person who is a full-time Federal, Kansas, Sedgwick County or City of Wichita licensed professional law enforcement officer. Police officers who occupy a Wichita Housing Authority dwelling shall pay monthly rent in the amount not to exceed one half (1/2) of the appropriate flat rent scheduled for the relative bedroom size.

V. REEXAMINATION AND ELIGIBILITY FOR CONTINUED OCCUPANCY

- A. Reexaminations – The income of all families in occupancy shall be reexamined at least annually and upon determination of anticipated annual income as defined in this policy for the ensuing year, the Total Tenant Payment (TTP) shall be adjusted accordingly.
- B. Interim Reexamination – When it is not possible to determine the anticipated annual income with any reasonable degree of accuracy at the time of admission (initial certification) or regular reexamination (regularly scheduled certification), due consideration should be given to tenants past income and interim reexamination scheduled in 60 days.

An interim reexamination will be conducted if the tenant has misrepresented the facts upon which rent is based (in such cases, any increase in rent may be made retroactive).

C. Reexamination Procedures

1. Approximately 60 to 90 days before the annual recertification, the Authorization for Release of Information (Form HUD-9886) must be signed by all adult (18 years and older) family members.
2. At the time of reexamination the head of household and spouse will be required to sign the Application/Tenant Certification, Disposal of Assets, and Federal Privacy Act Statement. (See Section IV of this policy).
3. Employment and income data, assets, full-time student status, medical expenses (elderly families only), child care expense, family type (elderly, handicapped or disabled status (unless receiving income from an agency where such status is required)), a larger unit that occupancy standards and eligible student – alien status (when applicable) handicapped assistance expenses must be verified, documented and placed in the tenant's folder.
4. In accordance with Section 512 of *Quality Housing and Work Responsibility Act of 1996* non-exempt households will be required to provide to the Wichita Housing Authority written third party documentation that each adult resident of Low-income Public Housing contributed 8 hours per month of community service or participated in an economic self-sufficiency program for 8-hours per month or eight (8) hours per month of combined activities of community service and participation in a self-sufficiency program. Wichita Housing Authority staff members shall verify participation in community service and self-sufficiency programs. Community service and self-sufficiency programs shall be approved by the Wichita Housing authority prior to the resident's participation. For the purposes of the community service requirement, work activities are defined in Section 407(d) of the Social Security Act [42 U.S.C. 607(d)]. An exempt work activity shall not include employment less than an average of fifteen hours (15) per week for each monthly period.
5. Third party verification is preferred. Oral third party verification is acceptable, if properly documented, and photocopying the verification documents when not prohibited by law (i.e., government checks) is acceptable. The Wichita Housing Authority may document that the verification documents were viewed by recording the document source, date, time, amount, etc. The documented information must be signed by the Wichita Housing Authority staff and all verifications maintained in the tenant's folder.
6. Verified information will be analyzed and the family will be re-certified for eligibility. Each family will be reexamined least annually on the anniversary date of their lease. The process should start 60 to 90 days before the effective date of the regularly scheduled reexamination date.
7. Tenants will be provided with at least 30 days written notice of any rent increase. Rent decreases are effective the first of the next month.

A. Eligibility for Continued Occupancy

Families (as defined in Section II of this policy) are eligible for continued occupancy, and renewal of a lease will not be refused, or eviction proceedings commenced based on the income of the family unless the Wichita Housing Authority has identified for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding 30 percent of their income.

B. Action Following Reexamination

1. A new certification/recertification of tenant eligibility form will be prepared and a new lease addendum will be prepared. (See Section IV of this policy).
 2. If any change "in the size of unit occupied" is indicated, the tenant may be transferred to a unit of an appropriate size and a new lease will be executed. If an appropriate unit is not available, the tenant will be placed on a transfer list and may be moved to such unit when it does become available.
 3. If the reexamination and redetermination of income resulted in a determination that an increase in the tenant's rent is required; the rent shall be increased on the first of the month following on the first of the month following at least 30 days notice.
- C. As a part of the record of each family reexamined, the Property Management Supervisor or designee will certify that the determinations on the application for continued occupancy and recertification of tenant eligibility form.

V. ESTABLISHING RENTS BETWEEN REGULARLY SCHEDULED REEXAMINATIONS

- A. Interim Rent System. Rent and other charges as fixed in Section VII C above will remain in effect for the period between regularly scheduled reexamination unless:
1. There is a substantial increase or decrease in total family income (wages, entitlements, etc.), that would result in a change in the tenant's rent. Significant increase or decrease is defined as 10%. Decreases in rent will be effective on the first day of the month following that in which the change is reported. An increase in the tenant's rent will be effective the first day of the month following 30 days written notice.
 2. There is a change in family composition:
 - a. loss of lease through death, divorce, or other circumstances, or the addition of a family member;
 - b. loss or addition of principal income recipient through divorce, death, marriage or other continuing circumstances; or
 - c. loss or addition of a family member with an income.
 4. Tenants are required to report all such changes as they occur.
 5. Addition of family members must be authorized by Wichita Housing Authority prior to move in and should not create an overcrowded situation.
- B. Interim reexaminations DO NOT affect regularly scheduled reexamination dates.

V. MISREPRESENTATION

The tenant is to be notified in writing of any misrepresentations or lease violations revealed through the annual reexamination, rent reviews, or other occurrences and any other corrective action required by the Wichita Housing Authority.

VI. DEFINITION OF INCOME

Total Family Income – Total family income means income from all sources of the head of the household and spouse, and each additional member of the family residing in the household who is at least eighteen years of

age, anticipated to be received during the twelve months following admission or reexamination of the family income, exclusive of the income of full-time students (other than the head or spouse) and income which is temporary, non-recurring, or sporadic, as defined in this Section. Total family income shall include the portion of the income of the head of the household or spouse temporarily absent, which, in the determination of the Wichita Housing Authority, is (or should be) available to meet the family's needs.

A. Annual Income Inclusion

Total family income includes, but is not limited to, the following:

1. the full amount, before any payroll deduction, of wages and salaries, including compensation for personal services (such as commissions, fees, tips and bonuses);
 2. net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business;
 3. interest, dividends, and net income of any kind from real estate or personal property where the family has net income assets in excess of \$5,000. Annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
 4. the full amount received from periodic payments from annuities, social security, periodic payment from insurance policies, retirement income, pensions, periodic benefits for disability or death, and other similar types of periodic receipts;
 5. payments in lieu of earnings such as unemployment and disability compensation, social security benefits workers compensation and dismissal wages;
 6. welfare assistance including an amount specifically designated for shelter and utilities that is subject of adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - a. the amount of the allowance or ~~gr~~ exclusive of the amount specifically designated for shelter or utilities; plus
 - b. the maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph A 6 (b) shall be the amount resulting from one application of the percentage;
1. periodic and determinable allowances such as alimony and regular contributions or gifts, including amount received from any persons not residing in the dwelling;
 2. all regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances, allowances for dependents, etc.) received by a member of the United States Armed Forces;
 3. payments to the head of household for support of a minor or payments nominally to a dependent for his support but controlled for his benefit by the head of the household or a resident family member, other than the head of household, responsible for his support;

Note: A dependent is defined as a member of the family household other than the family head

or spouse who is under 18 years of age, or is a disabled person, handicapped person, or a full-time student. Payments received for support of a dependent is not considered the dependent's income and are to be included in the annual income.

A full-time student is defined as a person, other than the head of household or spouse, who:

- a. is attending a recognized high school on a full-time basis;
- b. is carrying twelve semester hours (nine semester hours in the case of a graduate student) at one of the local colleges, universities or institutes recognized by the Veteran's Administration as educational institutions acceptable in applying the standards of the GI Bill; or
- c. is enrolled in and attending for a total number of required clock hours per week, one of the local institutions, trade, business schools or hospitals recognized by the Veteran's Administration as educational institutions.

A. Income does not include:

1. income from the employment of children, including foster children, under the age of 18 years;
2. payments received for the care of foster children;
3. lump-sums additions to family assets, such as inheritances, insurance payments, including payments under health and accident insurance and worker's compensation, capital gains and settlement for personal or property losses;
4. amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member in a household in which the head or spouse is elderly, handicapped, or disabled;
5. income of a live-in aide, as defined in 24 CFR 813.102;
6. amounts of educational scholarships paid directly to the student or the educational institution, and amount paid by the government to a veteran for use in meeting the costs of tuition fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;
7. the special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8.
 - a. amounts received under training programs funded by HUD;
 - b. amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) ; or
 - c. amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
9. temporary, nonrecurring, (including gifts) or sporadic income. Sporadic is defined as income all employment lasting a sufficient duration to take effect on rent under the required federal notice

provisions. Individuals who receive income from the performing or visual arts, or work as artisans or craftsmen are considered to be self-employed; or

10. amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.
11. relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4636)
12. the value of the allotment provided to an eligible house for coupons under the Food Stamp Act of 1997 (U.S.C. 2017(b)) whether stamps or cash;
13. payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g)), 5058 such as VISTA, Foster Grandparents, Senior Companions;
14. payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
15. income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459(e));
16. payments or allowances made under the Department of Health and Human Service's Low-Income Energy Assistance Program (42 U.S.C. 8624 (e));
17. payments received from programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b));
18. income derived from the disposition of funds of the Grand River Bank of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04);
19. amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program, or scholarships funded under the Bureau of Indian Affairs student assistance programs, that are made available to cover the cost of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C. 108uu);
20. payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 (f));
21. monies earned as official census takers;
22. payments received after January 1, 1989, from Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation M.D.L. no 381;
23. payments received after April 23, 1993, from a foreign government for reparations pursuant to claims filed under laws of the government by persons who were persecuted during the Nazi Era; or any family receiving reparation payments that has been requested to repay assistance under this definition shall not be required to make further repayments on or after April 23, 1993;
24. payment received from earned income tax credits;
25. resident Service stipends;

26. adoption assistance payments;
 27. student financial assistance;
 28. earned income of full-time students;
 29. adult foster care payments;
 30. compensation from State or local job training programs; and training of resident management staff;
 31. property tax rebates;
 32. home care payments for developmentally disabled; or
 33. deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum.
- A. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to redetermination at the end of the shorter period.
 - B. Adjusted income for purposes of computing total tenant payments shall be the annual income less the following allowances determined per HUD instructions:
 1. \$480 for each dependent;
 2. \$400 for any elderly family;
 3. medical expenses in excess of three percent of annual income for any elderly family;
 4. handicapped assistance expenses (these are reasonable expenses that are anticipated, during the period of which annual income is computed, for attendant care and auxiliary apparatus for a handicapped or disabled family member, and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source):
 - a. any family that is not an elderly family but has a handicapped or disabled member other than the head of the household or spouse, may deduct handicapped assistance expenses in excess of three percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person; or
 - b. for any elderly family that:
 - (1) has no handicapped assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of annual income;
 - (2) has handicapped assistance expenses greater than or equal to three percent of annual income, an allowance for handicapped assistance expenses computed in accordance with paragraph C of this section, plus an allowance for medical expenses that is equal to the family's medical expenses;
 - (3) has handicapped assistance expenses that are less than three percent of annual income an allowance for combined handicapped assistance expenses with medical expenses that is

equal to the amount by which the sum of these expenses exceeds three percent of annual income;

- (4) has child care expenses (does not apply when family is reimbursed); or
- (5) has earned income tax credit refunds whether received regularly in a single payment.

**GRIEVANCE PROCEDURE OF
THE CITY OF WICHITA HOUSING AUTHORITY
PUBLIC HOUSING**

I. PURPOSE AND SCOPE

To set forth the requirements, standards and criteria to assure that a tenant is afforded an opportunity for a hearing if the resident disputes within a reasonable time any Housing action, or failure to act, involving the resident's lease with the Wichita Housing Authority or Wichita Housing Authority regulations; which adversely affect the individual resident's rights, duties, welfare or status.

This grievance procedure is incorporated into the lease by reference thereto, and is, therefore, binding upon both the resident and the Wichita Housing Authority.

The Wichita Housing Authority shall provide at least thirty (30) days notice to residents and the residents organization setting forth proposed changes in the Wichita Housing Authority grievance procedure, and providing an opportunity to present written comments. Comments shall be considered by the Wichita Housing Authority before adoption of any grievance procedure changes by the Wichita Housing Authority.

The Wichita Housing Authority shall furnish a copy of the grievance procedures to each resident and to the resident organization.

II. APPLICABILITY

This grievance procedure is applicable to all individual grievances between the resident and the Wichita Housing Authority, as defined herein.

It is not applicable to:

- (a) Disputes between residents not involving the Wichita Housing Authority;
- (b) Class grievances;
- (c) Desires of residents to initiate or negotiate policy changes between a group or groups of residents and the Wichita Housing Authority, or
- (d) Any grievance concerning an eviction or termination of tenancy based upon;
 - 1. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the Wichita Housing Authority's premises for other residents or

employees of the Wichita Housing Authority.

2. Any drug-related criminal activity on or near Wichita Housing Authority property.

III. DEFINITIONS

- (a) **“GRIEVANCE”** shall mean any dispute which a resident may have with respect to Wichita Housing Authority action or failure to act in accordance with the individual resident’s lease, or Wichita Housing Authority regulations which adversely affect resident’s rights, welfare or status.
- (b) **“COMPLAINANT”** shall mean any tenant whose grievance is presented to the Wichita Housing Authority.
- (c) **“ELEMENTS OF DUE PROCESS”** shall mean an eviction or termination of tenancy in a state or local court in which the following procedural safeguards are required.
 - (1) Thirty (30) days notice to the resident of the grounds for termination of the tenancy and for eviction; such notice to be effective on the date received by the resident and ending thirty (30) days from such date.
 - (2) Right of the resident to be represented by counsel.
 - (3) Opportunity for the resident to refute the evidence presented by the Wichita Housing Authority, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defenses which the resident may have.
- (d) **“HEARING OFFICER”** shall mean person selected, in accordance with the provisions herein provided, to hear grievances and render a decision thereto.
- (e) **“RESIDENT”** shall mean the adult or persons (other than live-in-aides);
 - (1) Who resides in the unit, and who executed the lease with the Wichita Housing Authority as lessee of the dwelling unit, or, if no such person now resides in the dwelling unit;
 - (2) Who resides in the unit, and who is the remaining head of household of the resident family residing in the dwelling unit.
- (f) **“RESIDENT ORGANIZATION”** includes a resident management corporation.

IV. INFORMAL SETTLEMENT OF GRIEVANCE IN A PRIVATE CONFERENCE

Any grievance shall be presented by the resident within five (5) days either orally or in writing, to the office of the Wichita Housing Authority so that the grievance may be discussed informally in an attempt to settle without a hearing. A summary of such decision shall be prepared within two working days. One copy shall be given to the resident and one copy shall be retained in the Wichita Housing Authority resident file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing, under this procedure, may be obtained if the complainant is not satisfied.

V. PROCEDURES TO OBTAIN A FORMAL HEARING

The complainant shall submit a written request for a formal hearing to the Property Management Supervisor at the office of the Wichita Housing Authority within five (5) days after receipt of the summary of the Private Conference. The written request shall specify the reasons for the grievance and the action or relief sought.

IV. SELECTION OF HEARING OFFICER

A hearing officer shall be an impartial, disinterested person selected by the Wichita Housing Authority, other than the person who made or approved the Wichita Housing Authority action under review or subordinate of such person.

VII. FAILURE TO REQUEST A HEARING

If the complainant does not request a hearing in accordance with the procedures contained herein, the disposition made of the grievance by the Wichita Housing Authority is final; except, that failure to request a hearing does not constitute a waiver by the complainant of the right to contest such action in an appropriate judicial proceeding.

VIII. HEARING PREREQUISITE

All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in **SECTION IV** above; except, that if complainant shows good cause for failure to comply with said **SECTION IV** the provisions of this section may be waived by the hearing officer.

IX. ESCROW DEPOSIT

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Wichita Housing Authority claims is due, the complainant shall pay to the management office an amount equal to the amount of the rent claimed due and payable as of the first of the month proceeding the month in which the act or failure to act took place. Complainant thereafter shall deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer.

Provision for payment of rent, as above, may be waived by the Wichita Housing Authority in extenuating circumstances. Unless so waived, failure to make such payments shall result in termination of procedures; except, that such failure of termination of procedures shall not constitute a waiver of any right of the complainant to contest the Wichita Housing Authority's disposition of the grievance in any appropriate judicial proceeding.

X. SCHEDULING OF HEARINGS

Upon complainant's compliance with all the grievance procedures, or upon formal waiver by the Wichita Housing Authority of any of the requirements hereof, which as stated herein may be waived, a hearing shall be scheduled by the hearing officer for a time and place reasonably convenient to both the complainant and the Wichita Housing Authority.

A written notification specifying the time, place, and the proceedings governing the hearing shall be delivered by first class mail or the appropriate Wichita Housing Authority official.

XI. EXCLUSIONS FROM GRIEVANCE PROCEDURE

The Wichita Housing Authority does exclude from this grievance procedure any grievance concerning a termination of tenancy or eviction that involves:

- (a) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the Wichita Housing Authority's premises for other residents or employees of the Wichita Housing Authority.
- (b) Any drug-related criminal activity on or near such premises.

XII. PROCEDURES GOVERNING THE HEARING

The hearing shall be held before the hearing officer. The complainant shall be afforded a fair hearing providing the basic safeguards of due process including:

- (a) The opportunity before the hearing, to examine, and at the expense of the complainants, to copy all documents, records, and regulations, that are directly relevant to the hearing. Any document not made available after request therefore by the complainant may not

be relied upon by the Wichita Housing Authority at grievance hearing;

- (b) The right to be represented by counsel or other person chosen as the resident's representative, and to have such person make statements on the resident's behalf;
- (c) The right to a private hearing unless the complainant request a public hearing;
- (d) The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied upon by the Wichita Housing Authority or project management, and to confront and cross-examine all witnesses on whose testimony or information the Wichita Housing Authority or project management relies; and
- (e) A decision based solely and exclusively upon the facts presented at the grievance hearing.

The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another hearing or proceeding.

If the complainant or the Wichita Housing Authority fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for not to exceed five (5) working days or to make a determination that the party waived his/her right to a hearing. Both the complainant and the Wichita Housing Authority shall not be notified of the determination by the hearing officer provided, that a determination that the complainant has waived his/her right to a hearing shall not constitute a waiver of any right the complainant may have to contest the Wichita Housing Authority disposition of the grievance in an appropriate judicial proceeding.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Wichita Housing Authority must sustain the burden of justifying the Housing Authority action or failure to act against which the complainant is directed.

The hearing shall be conducted informally by the hearing officer and oral or documentary evidence pertinent to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer shall require the Wichita Housing Authority, complainant, counsel and other participant to conduct themselves in an orderly fashion. Failure to comply with the directions of hearing officer to obtain order may result in exclusion from the proceedings or a decision adverse to the interests of the disorderly party granting or denial of relief sought, as appropriate.

The complainant or the Wichita Housing Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

The Wichita Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include, but are not limited to: qualified

sign language interpreters, readers, accessible locations, or attendants.

If the tenant is visually impaired, any notice to the resident which is required under these procedures shall be in an accessible format, designed to give actual notice.

XIII. DECISION OF THE HEARING OFFICER

The hearing officer shall prepare a written decision, together with the reasons therefore, within ten days after the hearing. A copy of the decision shall be sent to the complainant and the Wichita Housing Authority. The Wichita Housing Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted, shall be maintained on file by the Wichita Housing Authority and made available for inspection by a prospective complainant, his/her representative, or hearing officer.

The decision of the hearing officer shall be binding on the Wichita Housing Authority which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Wichita Board of Housing Commission determines within a reasonable time, and promptly notifies the complainant of its determination that:

- (a) The grievance does not concern Wichita Housing Authority action or failure to act in accordance with or involving the complainant's lease or Wichita Housing Authority regulations, which adversely affect the complainant's rights, duties, welfare or status; or
- (b) The decision of the hearing officer is contrary to applicable federal, state or local law, HUD regulations or requirements of the Annual Contribution Contract between HUD and the Wichita Housing Authority.

A decision of the hearing officer or the Wichita Board of Housing Commissioners in favor of the Wichita Housing Authority or which denies the relief requested by the complainant in whole or part, shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in this matter.

OPERATION AND MANAGEMENT

The City of Wichita Housing Authority (WHA) owns and manages 577 residential units. 226 units are located in four elderly designated complexes. 351 residential units are single family dwellings located in various areas of the City of Wichita. It is estimated that 100 units will become available annually for the housing of low-income applicants.

The WHA's conditions, rules and regulations of occupancy are maintained and made available for review at the Property Management Office located at 332 N. Riverview, Wichita, Kansas. The Addendum to the WHA Lease Agreement contains the conditions, rules and regulations of occupancy.

It is the policy of the WHA to ensure that all residential units will be maintained in accordance to the highest Housing Quality Standards possible. The WHA staff will aggressively address maintenance emergencies and take corrective action within 24 hours of notification. With the use of on call maintenance staff, the WHA will respond to evening, holiday and weekend emergencies. Additionally the WHA will address minor physical needs by responding to work orders on a daily basis.

The WHA will continue to rehabilitate vacant units with its maintenance staff. Additionally, the WHA will use the support of independent contractors in the event move-outs exceed the ability of WHA staff to make units ready for rent. Units will be rehabilitated using Housing Quality Standards. The WHA will continue to upgrade and modernize units with the Capital Fund Program.

It is also the policy of the WHA to perform or contract with vendors to perform the necessary actions in accordance with the WHA Preventive Maintenance Program. This Program will ensure that minor physical needs will be periodically corrected to avoid maintenance emergencies.

It is the policy of the WHA to perform mandatory pest control inspections annually at all elderly designated apartment complexes. The WHA provides treatment as identified at no expense to the tenants when the annual pest inspection confirms the need. The elderly tenants, at their expense, may request monthly inspections and/or treatments from the WHA vendor at a reduced cost. Single family dwellings are inspected by WHA Property Managers for pests annually. In the event that a pest infestation is evident and the tenant does not remedy the situation, Property Managers will order treatment at the tenant's expense. The tenant, on a monthly basis, may obtain treatment at a reduced rate from the WHA vendor. The vendor's treatment will take under consideration all tenant health situations prior to treatment.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 132,491

B. Eligibility type (Indicate with an “x”) N1 X N2 _____ R _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The plan of the Wichita Housing Authority provides for a combination of enforcement activities and resident programs focused on preventing intervention and treatment of substance abuse issues. The Housing Authority will be working with the Wichita Police Department for above enforcement activities to identify and address drug related crime in areas where there are concentrations of public housing units. Resident programs will include programs aimed at youth to provide education and prevention activities and intervention and treatment programs for adults. Also planned are efforts to work with tenant groups to plan and implement both youth and adult activities in their neighborhoods.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
KANS 4002	191	140
KANS 4004	100	74
KANS 4007	48	36
KANS 4005	86	63
KANS 4007	32	24
KANS 4010	18	13
KANS 4011	90	66
KANS 4012	3	2
KANS 4013	5	4
KANS 4014	4	3

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the of program by # of months. For “Other”, identify the # of months).

6 Months_____ **12 Months**_____ **18 Months**_____ **24 Months**__**X**__ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded program has not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998					
FY 1999	127,126		127,126		12/31/01
FY 2000	132,491		132,491		7/31/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Objective #1: Above baseline patrol and enforcement activities. The police department will provide additional patrols and enforcement activities around public housing developments. The police department will provide evaluation of the results based on reduction of crime statistics.

Goal #2: Involve youth in and around public housing in programs which will provide education and prevention activities. Private agencies such as Brothers Big Sisters, the Boys and Girls Club and the local Weed and Seed agency will provide youth oriented prevention activities. The program will be evaluated by the number of youth participating in the programs. Other performance indicators will be developed as the program is implemented.

Goal #3: Implement resident programs to decrease drug related crime in and around public housing developments and provide other educational and skill enhancement programs likely to positively impact overall family issues. Housing Authority property managers will work with tenants to provide education and prevention programs. The program will be evaluated based on increased awareness of drug related issues increased employment and increased earnings.

Goal #4: Implement program for intervention and treatment of public housing tenant’s substance abuse issues. The Housing Authority will work with existing treatment providers to provide treatment services for public housing tenants. The Housing Authority may provide additional support such as transportation and child care to enable residents to receive treatment services. The Housing Authority will implement a program of outreach to tenants who voluntarily seek treatment.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY_2000_ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$60,000
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 – Physical Improvements	
9160 – Drug Prevention	\$67,491
9170 – Drug Intervention	
9180 – Drug Treatment	\$ 5,000
9190 – Other Program Costs	
TOTAL PHDEP FUNDING	\$132,491

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be n sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two ser any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$60,000		
Goal(s)	Increase police patrols and crime investigation in and around public housing developments.						
Objectives	Decrease drug related crime and increase resident perceptions of safety in public housing areas.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Above baseline patrols			7/1/01	12/31/02	\$60,000		Crime Statistics in Public Housing. Increased resident perceptions of safety.

9160 - Drug Prevention					Total PHDEP Funding: \$62,126		
Goal(s)	Involve families in and around public housing in programs which will provide drug education and prevention activities, and provide other education and skill enhancement programs likely to positively impact overall family issues.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth recreation and education programs	200	Youth in and around public housing ages 6-18 years	9/1/01	12/31/02	\$42,126		Number of youth taking part in recreation/drug education/prevention program
2. Family education, skill enhancement, and Career Development programs	200	Families living in public housing	6/1/01	12/31/02	\$25,365		Increased employment rate, increased earnings. Increased awareness of drug related issues.

9180 - Drug Treatment					Total PHDEP Funding: \$5,000		
Goal(s)	Provide opportunities for public housing resident to receive substance abuse treatment services.						
Objectives	Implement a program for public housing tenants, which will encourage and enable individuals to take advantage of community programs which provide substance abuse treatment.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Support services such as child care, transportation	25	Public Housing residents	1/1/01	12/31/02	\$5,000		Number of residents taking advantage of substance abuse programs

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g. Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	\$20,000	Activity 1	\$40,000
9120				
9130				
9140				
9150				
9160	Activity 1, 2	\$20,000	Activity 1, 2	\$30,000
9170				
9180				
9190				
TOTAL		\$ 40,000		\$ 70,000

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

OWNERSHIP OF PETS

Single Family Dwellings

The City of Wichita Housing Authority (WHA) will enforce the below Pet Policy in its single family dwelling developments.

1. DEPOSIT

A pet deposit is required for dogs and/or cats kept on the premises of WHA residential units. Deposits for dogs or cats will be \$150.00 for the first animal and \$100.00 for the second animal. No more than two animals are allowed per residential unit. The pet deposit will be refunded within thirty (30) days of the tenant's exit of the residential unit if there are no pet damages. The pet deposit is in addition to the regular security deposit.

2. HOUSE RULES

A. A WHA tenant shall only keep an authorized pet and is not allowed to keep another person's pet. No pet will be allowed temporarily on the premises with the exception of those assisting the handicapped.

B. All City and County required shots and licenses must be current and certified by a practicing veterinarian. An annual registration update will be required at the owner's annual recertification.

C. Owner must provide written notification to the WHA of who will be responsible for their pet during hospitalization or vacations. This information must include the name, address, and phone number of two (2) responsible parties and is to be given at the time the pet is acquired and updated at the owner's annual recertification. Failure to supply complete information is basis for the WHA to refuse to register the pet.

D. Pet owners are required to comply with all ordinances of the City of Wichita relating to the care and control of animals.

E. Any pet that bites any person must be removed permanently from WHA property.

F. The owners are responsible for controlling pet noise and pet odor. Any pet disturbing the peace of neighbors through noise, smell, animal waste, or other nuisance must be removed from the premises. Substantiated written complaints by neighbors or WHA staff will result in the owner being required to permanently remove the pet.

G. Animal Control Officers may enter a unit to transfer any animal that is left unattended for 24 hours. The WHA accepts no responsibility for pets so removed.

3. PET TYPES, BREEDS, AND LIMITATIONS

Pets shall be limited to “common household pets,” the definition being a domesticated animal, such as a dog, cat, bird, rodent, fish or turtle, traditionally kept in the home for pleasure rather than commercial purposes. Of the common household pets listed, the pet deposit shall apply to dogs and cats only.

Breeds not allowed are Rottweiler, Pit Bull, German Shepherd, Chow, Doberman Pincher or any mix thereof.

Dogs and Cats – all would apply at maturity, not puppy or kitten stage.

- (1) 18” or less in height, 30 pound weight limit.
- (2) All cats must be declawed.

I. Birds

- (1) Limit of two (2) birds per cage.
- (2) No uncaged pole birds.

4. VIOLATION OF PET RULES

- A. If the owner is in violation of the Pet Policy, the WHA shall serve written notice of it. The notice will include a statement of the rule(s) allegedly violated, and advise the tenant they have fourteen (14) days from the receipt of said notice to correct the violation or request a meeting. A statement will further be included that failure to correct the violation or request a meeting, or failure to attend a requested meeting may result in initiation of procedures to terminate the tenancy.
- B. If the owner requests a meeting, the WHA will establish a mutually agreeable time and place no later than ten (10) days from the receipt of said notice by owner. Upon written request, additional time may be permitted for the owner to correct the violation.
- C. If a resolution of the violation is unable to be reached at the meeting, or if WHA determines the pet owner has failed to correct the violation, then the WHA may serve written notice requiring removal of the pet. This notice will include the pet rules(s) that have been violated, a statement that the pet owner must remove the pet within fourteen (14) days from the service of said notice, and a statement that failure to remove the pet may result in initiation of procedures to terminate the tenancy.
- D. Violation of the Pet Policy of the WHA is a violation of the WHA Dwelling Lease Agreement and will constitute grounds for the termination of the lease pursuant to the Dwelling Lease Agreement.
- E. The provisions of this Pet Policy are hereby incorporated as a part of the Dwelling Lease Agreement.

5. LIABILITY

The Wichita Housing Authority, the City of Wichita and their representatives will not be held responsible for any accident or injury involving tenants or visitors to a dwelling unit as a result of allowing pets in the projects.

OWNERSHIP OF PETS

Elderly Apartments

The City of Wichita Housing Authority (WHA) will enforce the below Pet Policy in its elderly apartment complexes.

1. DEPOSIT

Deposit will increase an additional amount that will be 50% of the security deposit or the tenant's rent whichever is greater. (However, this deposit cannot exceed \$300.00 and can be gradually accumulated.) The security deposit is fully refundable, if there are no pet damages.

2. RENT

Rent will remain as calculated by HUD regulations regardless whether the tenant keeps an authorized pet.

3. HOUSE RULES

- A. A WHA tenant shall only keep an authorized pet and is not allowed to keep another person's pet. No pet will be allowed temporarily on the premises with the exception of those assisting the handicapped.
- B. Pets are not allowed in the community rooms, kitchen, dining room or laundry facilities, except those assisting the handicapped.
- C. There will be no rules enforced against individuals with animals that assist the handicapped, regardless of whether the animal resides in the project or is with a visitor. This exclusion for handicapped individuals will be granted only with written certification that the animal is trained to assist the person with that specific handicap.
- D. Cats and dogs must always be controlled on a leash except when in the owner's apartment. The pet must be leashed to the owner or a designated adult. The leash shall not exceed six feet in length.
- E. No more than one pet shall be allowed in the elevator at any one time.
- F. All City and County required shots and licenses must be current and certified by a practicing veterinarian. An annual registration update will be required at the owner's annual recertification.
- G. All litter (paper, kitty litter, etc.) must be placed in plastic bags, sealed and placed in marked containers. The trash chutes may not be used.
- H. A designated area shall be used when walking pets outdoors and litter cleaned up by the tenant. The Property Manager for each elderly complex will designate the area.
- I. If the owner fails to remove pet waste from the designated area, there will be a separate waste removed charge of \$5.00 per occurrence billed to the tenant.
- J. A walk-through housing inspection may be done monthly by the Property Manager to insure the tenants are adhering to the pet policy.

- K. Owner must provide written notification to the WHA of who will be responsible for their pet during hospitalization or vacations. This information must include the name, address, and phone number of two (2) responsible parties and is to be given at the time the pet is acquired and updated at the owner's annual recertification. Failure to supply complete information is basis for the WHA to refuse to register the pet.
- L. If the pet bites another tenant or anyone in the building or on the grounds of said housing complex, the owner must remove the pet permanently from the complex.
- M. Pet owners must have pets spayed or neutered and provide said certification.
- N. The owner(s) are responsible for controlling pet noise and pet odor. Any pet disturbing the peace of neighbors through noise, smell, animal waste, or other nuisance must be removed from the premises. Substantiated written complaints by neighbors or Housing Authority personnel will result in the owner being required to permanently remove the pet.
- O. Any insect infestation exterminations due to a pet in the pet owner's unit and/or other adjacent units will be the financial responsibility of the pet owner and charged to their account.
- P. Animal Control Officers may enter a unit to transfer any animal that is left unattended for 24 hours. The Housing Authority accepts no responsibility for pets so removed.
- Q. Pet owners shall take adequate precautions to eliminate any pet odor within the apartment and to maintain the apartment in a sanitary condition at all times.

4. PET TYPES, BREEDS, AND LIMITATIONS

- A. Pets shall be limited to "common household pets," the definition being a domesticated animal, such as a dog, cat, bird, rodent, fish or turtle, traditionally kept in the home from pleasure rather than commercial purposes.
- B. Limit of one (1) pet per apartment, with the exception of birds and fish for which the WHA can place reasonable limitation.
- C. Breeds not allowed are Rottweiler, Pit Bull, German Shepherd, Chow, Doberman Pincher or any mix thereof.
- D. Aquariums shall be no larger than 10 gallons.
- E. Dogs and Cats – all would apply at maturity, not puppy or kitten stage.
 - (1) 18" or less in height, 30 pound weight limit.
 - (2) All cats must be declawed.
 - (3)
- F. Birds
 - (1) Limit of two (2) birds per cage.

(2) No uncaged pole birds.

G. No pets will be allowed that are housed outside on a leash or in a pen.

5. VIOLATION OF PET POLICY

- A. If the owner is in violation of the Pet Policy, the WHA shall serve written notice of it. The notice will include a statement of the rule(s) allegedly violated, and advise the tenant they have fourteen (14) days from the receipt of said notice to correct the violation or request a meeting. A statement will further be included that failure to correct the violation or request a meeting, or failure to attend a requested meeting may result in initiation of procedures to terminate the tenancy.
- B. If the owner requests a meeting, the WHA will establish a mutually agreeable time and place no later than ten (10) days from the receipt of said notice by owner. Upon written request, additional time may be permitted for the owner to correct the violation.
- C. If a resolution of the violation is unable to be reached at the meeting, or if the WHA determines the pet owner has failed to correct the violation, then the WHA may serve written notice requiring removal of the pet. This notice will include the rule(s) that were violated, a statement that the pet owner must remove the pet within fourteen (14) days from the service of said notice, and a statement that failure to remove the pet may result in initiation of procedure to terminate the tenant.

6. ADDITIONAL COMMENTS

- A. An applicant may reject a unit offered by the WHA if said unit is close in proximity to one where an existing tenant owns a pet. This rejection will not adversely affect the applicant's position on the waiting list or qualification for any tenant selection preference. The WHA does not have to provide alternate dwelling units to existing or prospective tenants.
- B. The WHA shall contact the listed responsible parties if the death or incapacity of the owner threatens the health and safety of the pet. The WHA also can contact appropriate state and local authorities or remove the pet and place it in a facility for care and shelter not to exceed thirty (30) days, at the tenant's expense.
- C. The WHA must serve notice of the rules regarding the Pet Policy during the tenant consultation period or within sixty (60) days of the effective date. The notice shall state that the WHA will be required to provide tenants a copy of any pet rule developed only upon the tenant's request. Each prospective tenant shall be advised of the right to request copies of the pet rules. The notice must be posted in various areas of the project containing the texts of the proposed rules and a statement that the tenants may submit written comments no later than thirty (30) days from the effective date.

7. LIABILITY

The Wichita Housing Authority, the City of Wichita and their representatives will not be held responsible for any accident or injury involving tenants or visitors to the buildings as a result of allowing pets in the projects.

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT

The City of Wichita Housing Authority will demonstrate its capacity in the implementation of the Section 8 Homeownership Plan by requiring that financing for purchase of a home under its Section 8 Homeownership Program will: be provided, insured or guaranteed by the Kansas or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standard.

IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

In accordance with Section 512 of the *Quality Housing and Work Responsibility Act of 1998* and HUD regulations, non-exempt households will be required to provide to the Wichita Housing Authority written third party documentation that each adult resident of Public Housing contributed eight (8) hours per month of community service, participated in an economic self-sufficiency program for eight (8) hours per month or eight (8) hours per month of combined activities of community service and participation in a self-sufficiency program.

Wichita Housing Authority staff members shall verify participation in community service and self-sufficiency programs. Community service and self-sufficiency programs shall be approved by the Wichita Housing Authority prior to the resident's participation. For the purposes of the community service requirement, work activities are defined in Section 407(d) of the Social Security Act [42 U.S.C. 607(d)]. An exempt work activity shall not include employment less than an average of fifteen hours (15) per week for each monthly period.

Written notification of the Community Service Requirement was given to all residents who were not elderly or disabled on July 1, 2000. Further notice will be given to residents of Public Housing that are not exempt by November 1, 2000 relative to their individual requirements and reporting process. The Wichita Housing Authority will develop further detailed agreements with the Kansas Department of Social and Rehabilitation Services prior to December 31, 2000. The Wichita Housing Authority is in the final stages of completing a new lease agreement for immediate implementation.

5-YEAR PLAN PROGRESS

The City of Wichita Housing Authority has made major improvements to meet Mission and 5-Year Goals in the year 2000. Public Housing has implemented its Resident Service Coordinator Program, which is now providing supportive services to increase independence for the elderly and the disabled at Greenway and McLean Manor. The Designated Housing Allocation Plan has been implemented this year that limits new occupancy to persons age 62 and over at Greenway and McLean Manor. Non-exempt unemployed residents have been notified about their involvement with the Community Service Requirement that will be implemented in 2001. The Public Housing Homeownership Program was implemented in 2000 with its first sale of a single-family dwelling to its Public Housing tenant. With the use of Public Housing's Comprehensive Grant Funds, numerous single-family dwellings have been rehabilitated and its accessible unit inventory was increased for the disabled by rehabilitating 16 apartment units to ADA 504 standards.

The Section 8 Program implemented the Designated Housing Allocation Program with 176 vouchers to assist non-elderly households. In 2000, application was made for 100 additional allocations for the Family Unification Program. Staff implemented the Mainstream Voucher Program with 75 allocations and applied for additional 75 allocations. Application was made for Fair Share Housing Vouchers in which 120 allocations were approved to service the following:

- To expand the Family Unification Program
- To create a new program for the Home Bound disabled/elderly
- To expand Mainstream allocations
- To expand the absorption of portable families relocating to Wichita

Section 8 received approval for the continuation for funding for a FSS Coordinator. Two new Clerks and one Inspector have been added to staff. In 2000, Section 8 conducted a Landlord Training Session that was very successful with approximately 250 landlords in attendance.

RESIDENT MEMBER OF THE GOVERNING BOARD

Current City of Wichita ordinance does not address a resident member appointment to the Board of Housing Commissioners (BOHC). The City is developing the necessary ordinance to modify the BOHC bylaws to alter membership and to define the roles of Commissioners. A resident member is anticipated to be appointed to the BOHC prior to Wichita Housing Authority's fiscal year 2001. The Wichita City Council will appoint the resident member.

TENANT ADVISORY BOARD MEMBERS

Name	Address	Title	Zip	Phone
Beverly Allen - S8	1312 N. Fairmount	Sec/Tres	67208	316.612.1383
Nancy Cunningham - S8	1014 S. Bleckley	Member	67218	316.684.5970
Yvonne Dixon - S8	7677 E. 21st. N. #605	Member	67212	316.685.4767
Lewis Peterson - PH	2060 Wellington Pl.	Member	67203	316.264.2390
Wanda McDaniels - PH	520 W. 25th #302	President	67204	316.832.9791
Inafay Grays-McClellan-S8	2113 N. Madison	Member	67214	316.262.5388
Roy Moseley - PH	315 N. Riverview	Member	67203	316.263.6657
Edith Mott - PH	315 N. Riverview	Member	67203	
Gail O'Connor - S8	2250 S. Oliver #313	Member	67218	316.684.8018
Susan Swart - S8	1321 Williamsburg#B	Member	67208	316.651.5546
Marie Wood - S8	117 N. Brunswick #A	Member	67212	316.729.9956

CUSTOMER SERVICE SURVEY FOLLOW UP PLAN

PUBLIC HOUSING

Communications - Staff has increased the number and amount of information being sent to residents on a monthly basis. Residents of developments have been surveyed asking for their input regarding Capital Fund Projects. Through the implementation of the Resident Service Coordination Program alternative methods of communication are being explored.

Safety - Safety issues have been blended into the Capital Fund budgets. With the implementation in 2000 of the Drug Elimination Grant Program, Public Housing has partnered with the Wichita Police Department to initiate above baseline patrols to Public Housing developments. Social programs funded by the Drug Elimination Grant are focused on reducing drug usage and crime should also directly benefit Public Housing residents.

CITY OF WICHITA HOUSING AUTHORITY
TENANT ADVISORY BOARD
COMMENTS ON HOUSING PLANS

The comments provided at the September 11, 2000 Tenant Advisory Board Meeting were:

1. Screening should be completed prior to the offer of housing by WHA. Screening should be done uniformly and consistently for Section 8 and Public Housing as described in the Public Housing Admissions and Continued Occupancy Policy.
2. Homeownership Program for Section 8 is endorsed and implementation is strongly encouraged.
3. Communication between the Tenant Advisory Board and the proposed Landlord Advisory Group should be encouraged to address and resolve common issues.
4. Safety should be enhanced in the complexes to require mandatory fire and tornado drills, etc. within the complexes.