

Procedures for Requesting KHA Assistance

KHA has developed the following procedures to assist struggling member agencies. KHA will waive membership dues for one year or/and conference registration fees for agencies with limited or no funds available to cover these expenses.

Registration Waiver - KHA will waive the registration fee for up to four (4) staff members (no Board Members please) per agency (can be spread over multiple conferences). Once the maximum number of staff members have received the waiver the assistance will not be available to be used again by that agency.

Lodging – KHA will provide one room per conference, if needed, for the duration of the conference.

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1. Assistance is requested by the housing authority.
2. The Application for Agency Assistance should be filled out indicating the type of assistance. For training indicate the event, number of staff, and if a lodging room is requested.
3. Submit the application to khaassociation@att.net
4. The KHA Board will review the submission and determine if the request will be granted.
5. The applicant will be notified within 10 business days of submission.

INTERNAL PROCESSING:

For known financially struggling agencies, District Directors send the application information to EDs to encourage participation.

Once email received, forward to KHA President who will collect any supporting information then send out to all members of KHA Executive Board to review and provide vote to grant or if not reason why not.

KHA President will then provide response to applicant and forward to treasurer.

Application for Agency Assistance

Email completed form to KHAAssociation@att.net . A response will be provided to the email listed below within 10 business days of receipt of completed application.

Agency Name

Executive Director/CEO

Email Address

Assistance Requested

KHA Dues for Fiscal Year _____

KHA Conference Registration Waiver

Training Event _____

Dates of Event _____

Number to attend _____

Is Lodging requested: Yes No