

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

# PHA Plans

# Mamou Housing Authority

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

**PHA Plan  
Agency Identification**

PHA Name: **Mamou Housing Authority**

**PHA Number:** LA031

**PHA Fiscal Year Beginning:** (07/01/00)

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 – 1016 Maple Avenue, Mamou, LA 70554
- 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 – 1016 Maple Avenue, Mamou, LA 70554
- 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)

A copy of this plan and supporting documents are available to agencies, institutions, organizations and political subdivisions which may refer clients.

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA – 1016 Maple Avenue, Mamou, LA 70554
- 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)

The overall mission of the Mamou Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination. Our strategic goals are: 1) to increase the availability of decent, safe and affordable housing in our communities; 2) to ensure equal opportunity in housing for all; 3) to promote self-sufficiency and asset development of families and individuals, and 4) to improve community quality of life and economic vitality.

This mission is consistent with the goals and objectives of HUD and QHWRA. It makes clear that the Mamou Housing Authority has a role which extends beyond simply housing assistance. The housing provided must support families, neighborhoods, and economic self-sufficiency. Among other matters, it means that the Mamou Housing Authority will not provide housing which concentrates poverty or fosters dependence.

**B. Goals**

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

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies to 2% and maintain a percentage which is equaled to 2% or lower than 2% by 06/30/04: To accomplish this objective, the Mamou Housing Authority will take affirmative steps to insure that units are turned around as quickly as possible. Under "normal" circumstances, we propose to implement a turn around period which would not exceed 16 days.

Further, we will expeditiously as possible screen applicants to assure timely admission. Our implementation schedule is as follows:

Year 1: Reduce the vacancy rate to 2% or maintain a 2% vacancy rate.

Year 2: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

Year 3: Reduce the vacancy rate to 2% or maintain a 2% vacancy rate.

Year 4: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

Year 5: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

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) from 94.99 to 99.5 by 06/30/04. To accomplish this objective, the Mamou Housing Authority will strictly enforce all policies governing management and maintenance including assuring timely unit turn around and reduce the number of vacancies, assure timely inspections of dwelling units and systems, assure timely response to work orders, assure timely response to resident requested services which will increase customer satisfaction, and assure sound financial management. We proposes our target scores to be as follows:

Baseline (current score): 94.99

Year 1: 95.89

Year 2: 96.79

Year 3: 97.69

Year 4: 98.59

Year 5: 99.5.

Improve voucher management: (SEMAP score) NOTE: No current available scores

Increase customer satisfaction to 100% of program participants by improving response time to requests for services by 06/30/04: To accomplish this objective the Mamou Housing Authority will emphasize customer satisfaction as a top priority. Response time will be improved in areas of work orders for routine, non-routine and emergency calls, application taking, resident requested services, and PHA generated services. Our implementation schedule is proposed as follows:

Year 1: Achieve 80% customer satisfaction.

Year 2: Achieve 85% customer satisfaction.

Year 3: Achieve 90% customer satisfaction.

Year 4: Achieve 95% customer satisfaction.

Year 5: Achieve 100% customer satisfaction.

- Concentrate on efforts to improve specific management functions by 06/30/04: To accomplish this objective the Mamou Housing Authority will assure that staff is adequately trained and possess the necessary skills to perform effectively and efficiently. Such management areas as financial management, Admissions and Continued Occupancy, unit inspections, voucher management, and maintenance service delivery will be scheduled on a regular basis to assure continued quality of services. Our implementation schedule is as follows:
  - Year 1: Attend at least 4 training sessions rotating staff attendance.
  - Year 2: Attend at least 4 training sessions rotating staff attendance.
  - Year 3: Attend at least 4 training sessions rotating staff attendance.
  - Year 4: Attend at least 4 training sessions rotating staff attendance.
  - Year 5: Attend at least 4 training sessions rotating staff attendance.

- Renovate or modernize public housing by 06/30/04: To accomplish this objective, the Mamou Housing Authority had a comprehensive needs assessment conducted which revealed that although much of our public housing has been renovated, there are still items which need improvements, the installation of bus shelters at all sites to prevent children from waiting in the rain for school buses, the installation of central air conditioning at all units, the implementation of welfare-to-work activities for residents to achieve self-sufficiency, the installation of new landscaping at all sites, and the construction of a community building with a computer learning center plus the purchase of computers, software programs, and furnishings for the center, and finally the installation of play ground equipment to be installed at each site. Our implementation schedule is reflected as follows:
  - Year 1: Provide welfare to work activities for residents, install bus shelters at LA 31-1 and 2, install 30 A/C units at LA 31-1 and 10 A/C units at LA 31-2
  - Year 2: Provide welfare to work activities for residents, install 20 A/C units at LA 31-2, install bus shelters at LA 31- 3 and 4, and install 20 A/C units at LA 31-3
  - Year 3: Provide welfare to work activities for residents, install 40 A/C units at LA 31-4, install landscaping at all sites
  - Year 4: Provide welfare to work activities for residents, construct community building with computer learning center and computers with furnishings
  - Year 5: Provide welfare to work activities, install play ground equipment, and transfer funds to account 1406.

- 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 to 100% of participating families by 06/30/04: To accomplish this objective, the Mamou Housing Authority proposes to counsel all families on the waiting list and all families in possession of both the Low Rent program and the Section 8 program. This will be implemented as follows:
  - Year 1: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
  - Year 2: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
  - Year 3: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
  - Year 4: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
  - Year 5: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
- Conduct outreach efforts to at least 15 potential voucher landlords by 06/30/04: To accomplish this objective the Mamou Housing Authority will implement the following:
  - Year 1: Outreach to 3 potential voucher landlords.
  - Year 2: Outreach to 3 additional potential voucher landlords
  - Year 3: Outreach to 3 additional potential voucher landlords
  - Year 4: Outreach to 3 additional potential voucher landlords
  - Year 5: Outreach to 3 additional potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs by providing homeownership counseling to at least 100% of families in possession by 06/30/04: To accomplish this objective, the Mamou Housing Authority will link with a non-profit organization providing home ownership counseling to families. Topics will include but will not be limited to:
  1. Preparing for home ownership - advantages versus disadvantages, affordability, examining credit reports
  2. Shopping for a home - deciding new versus old, finding the right house, negotiating the purchase, submitting the offer, terms of the contract, conducting an appraisal, home inspection
  3. Obtaining a mortgage - shopping for a loan, the mortgage checklist, applying for a loan, loan processing
  4. Loan closing - preparing for closing, the actual closing documents
  5. Life as a home owner - settling in, maintenance, financial management, tax planning, home equity, re-financing, pre-paying the mortgageWe propose to implement as follows:

Year 1: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 2: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 3: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 4: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 5: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

- 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 at least 10 higher income public housing households into lower income developments and at least 10 lower income public housing households into higher income developments by 06/30/04: To accomplish this objective, the Mamou Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower/extremely-low income properties and lower/extremely-low income families in higher-income properties. Based on analysis, the Mamou Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the Mamou Housing Authority intends to increase the number of working families over the next five years. This will afford a mix of income levels among the lower/extremely-low income families and the higher-income families. Our proposed implementation schedule is as follows:

Year 1: House at least 2 higher income families in lower income communities and at least 2 lower income families in higher income communities.

Year 2: House at least 2 higher income families in lower income communities and at least 2 lower income families in higher income communities.

Year 3: House at least 2 higher income families in lower income communities and at least 2 lower income families in higher income communities.

Year 4: House at least 2 higher income families in lower income communities and at least 2 lower income families in higher income communities.

Year 5: House at least 2 higher income families in lower income communities and at least 2 lower income families in higher income communities.

- Implement measures to promote income mixing in public housing by assuring access for at least 10 lower income families into higher income developments by 06/30/04: To accomplish this objective, the Mamou Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower/extremely-low income properties and lower-income families in higher-income properties. Based on analysis, the Mamou Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the Mamou Housing Authority intends to increase the number of working families to at least 10 over the next five years. This will afford a mix of income levels among the lower/extremely-low income families and the higher-income families. Our proposed implementation schedule is same as above.
- 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 by at least 15 by 06/30/04: To accomplish this objective, the Mamou Housing Authority will take affirmative measures to assist those interested in working the opportunity to work. A combination of incentives will be implemented including ceiling rents, working preferences, improved collaboration with business partners in our community. We will identify and utilize resources to assist residents seek and obtain meaningful employment. Once employed, we will treat their income in compliance with section 12(d) of the U.S. Housing Act. Our implementation is as follows:
    - Year 1: Assist at least 3 residents to become employed
    - Year 2: Assist an additional 3 residents to become employed
    - Year 3: Assist an additional 3 residents to become employed
    - Year4: Assist an additional 3 residents to become employed
    - Year 5: Assist an additional 3 residents to become employed
  - Provide or attract supportive services to at least 15 assisted families to improve assistance recipients' employability by 06/30/04: To accomplish this objective, the Mamou Housing Authority will take affirmative measures to attract supportive services for those interested in employability. We will link with transportation providers, day care providers, health care providers, and social

services agencies in an effort to provide the needed supportive services for job maintenance. Our implementation schedule is as follows:

Year 1: Assist at least 3 residents to acquire supportive services

Year 2: Assist an additional 3 residents to acquire supportive services

Year 3: Assist an additional 3 residents to acquire supportive services

Year 4: Assist an additional 3 residents to acquire supportive services

Year 5: Assist an additional 3 residents to acquire supportive services

- Provide or attract supportive services to increase independence for at least 10 elderly families and at least 5 families with disabilities by 06/30/04. To accomplish this objective, the Mamou Housing Authority will take affirmative measures to attract supportive services for the elderly and those with disabilities. We will link with transportation providers, meals programs, health care providers, and social services agencies in an effort to provide the needed supportive services. Our implementation schedule is as follows:

Year 1: Assist at least 1 resident to acquire supportive services

Year 2: Assist an additional resident to acquire supportive services

Year 3: Assist an additional resident to acquire supportive services

Year 4: Assist an additional resident to acquire supportive services

Year 5: Assist an additional resident to acquire supportive services

- 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 for 100% of families in possession and 100% of families on the waiting list by 06/30/04: To accomplish this objective, the Mamou Housing Authority will implement the following:

Post in conspicuous places such as bulletin boards, churches, grocery stores, department stores, civic and other organizations, aspects of equal opportunity and fair housing as provided by the MHA, distribute flyers about fair housing provided by our PHA, provide copies of fair housing literature to persons on the waiting list as well as those in possession, provide counseling to landlords about fair housing. Our implementation schedule is as follows:

Year 1: Distribute at least 50 flyers, counsel at least 4 landlords on fair housing

Year 2: Distribute at least 50 flyers, counsel at least 4 landlords on fair housing

Year 3: Distribute at least 50 flyers, counsel at least 4 landlords on fair housing

Year 4: Distribute at least 50 flyers, counsel at least 4 landlords on fair housing

Year 5: Distribute at least 50 flyers, counsel at least 4 landlords on fair housing

- 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 100% of persons with all varieties of disabilities regardless of unit size required by 06/30/04: To accomplish this objective the Mamou Housing Authority will take affirmative steps to assure that persons with disabilities have access to housing. This will be accomplished by assuring that a minimum of 5% of our low rent units are in compliance with Section 504 of the American Disabilities Act, that where possible, units are equipped with devices for the visually and hearing impaired, and insuring that the office is equipped for accessibility, and pathways to the office provide a direct path for easy access.
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[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 @]

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.

On October 8, 1998, Congress passed the Quality Housing and Work Responsibility Act (QHWRA) of 1998. It was attached to the 1999 HUD Appropriations Act and signed into law by the President on October 21, 1998. It amends, rather than repeals, the United States Housing Act of 1937.

In developing QHWRA, Congress found that there exists throughout the nation a need for decent, safe, and affordable housing. Further, it found that the inventory of public housing units owned, or operated by public housing agencies, an asset which the Federal Government has invested over \$90 billion dollars, has traditionally provided rental housing that is affordable to low-income persons. Despite serving this critical function, the public housing system is plagued by a series of problems, including concentration of very poor people in very poor neighborhoods and lack of incentives for economic self-sufficiency. The Federal method of overseeing every aspect of public housing by detailed and complex statutes and regulations has aggravated the problem and has placed excessive administrative burdens on public housing agencies. Finally, Congress has concluded that the interests of low-income persons, and the public interest will best be served by a reformed public housing program which consolidates many public housing programs into programs for the operation and capital needs of public housing; streamlines program requirements; vests in public agencies that perform well in maximum feasible authority, discretion, and control with appropriate accountability to public housing residents, localities, and general public; and rewards employment and economic self-sufficiency for public housing residents.

The purpose of this Agency Plan is to provide guidance for the Mamou Housing Authority in promoting homes which are affordable to low-income families in safe and healthy environments, and thereby contributing to the supply of affordable housing for our fiscal years 2000 through 2004. Through implementation of this Agency Plan, the Mamou Housing Authority will be enabled to perform as a property and asset manager; have more flexible use of Federal assistance; be able to leverage and combine assistance amounts with amounts obtained from other sources; facilitate mixed income communities and decrease concentrations of poverty; create incentives and economic opportunities for residents; consolidate its voucher and certificate programs for rental under section 8 into a single market-driven program which will assist in making tenant-based rental assistance more successful in helping low-income families obtain and choose affordable housing.

Realizing that the U.S. Department of Housing and Urban Development has required that agency plans must be submitted to HUD at least 75 days prior to the start of our fiscal year; that we must conduct a public hearing to discuss the five year plan; that at least 45 days prior to the public hearing we must make our proposed plan available to the public; and that we must take into consideration any public comments received in regards to the plan before the Board of Commissioners formally adopts the plan, the Mamou Housing Authority performed the below listed process:

- A. Our PHA hired a local consulting firm to assist with the development of our plan. This firm assisted us in gathering all data required for the development of this plan and conducted a physical and management assessment of our agency.
- B. The consultants prepared a DRAFT of the plan and submitted to us for review and comment.
- C. We then submitted this DRAFT to our Board of Commissioners and Resident Advisory Board for review and comment. We also made available a copy for review in our office.
- D. We observed the 45 day waiting and comment period.
- E. We advertised for a public hearing by publishing in the local newspapers and distributing notices to residents, civic and community organizations, and community leaders.
- F. We conducted the hearing and received no comments from the total public housing population and the general community.
- G. We finalized all elements of our agency plan.
- H. We obtained Board of Commissioner approval for submission to HUD.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 @]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

## Table of Contents

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### Annual Plan

- i. Executive Summary
- ii. Table of Contents
  1. Housing Needs
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  3. Policies on Eligibility, Selection and Admissions
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  5. Operations and Management Policies
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  7. Capital Improvement Needs
  8. Demolition and Disposition
  9. Designation of Housing
  10. Conversions of Public Housing
  11. Homeownership
  12. Community Service Programs
  13. Crime and Safety
  14. Pets (Inactive for January 1 PHAs)
  15. Civil Rights Certifications (included with PHA Plan Certifications)
  16. Audit
  17. Asset Management
  18. Other Information

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart (We have included our PHA Management description in lieu of an Organizational Chart).
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (included in PHA Plan text – No resident comments received)
- Other (List below, providing each attachment name)

Section 8 Administrative Plan

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	157	5	5	5	5	5	5
Income >30% but <=50% of AMI	181	4	3	4	3	4	3
Income >50% but <80% of AMI	88	3	2	2	2	2	2
Elderly	3383	4	4	4	4	4	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	680	1	1	2	2	1	2
Race/Ethnicity – Black	269	4	3	4	3	4	3

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity – Native American	0	3	3	3	3	3	3
Race/Ethnicity – Asian	1	3	3	3	3	3	3
Race/Ethnicity – Hispanic	3	3	4	3	4	3	4

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:
- 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)  
U.S. Census Bureau data for the 1990 census for Evangeline Parish and the Town of Mamou.

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

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
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	9		

<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI	9	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	9	100%	
Elderly families	0	0	
Families with Disabilities			
Race/ethnicity –Black	3	33	
Race/ethnicity – White	6	67	
Race/ethnicity – Hispanic	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	22	
2 BR	2	22	
3 BR	5	56	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes: How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	56		
Extremely low income <=30% AMI	56	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	55	98%	
Elderly families	1	.02	
Families with Disabilities			
Race/ethnicity –Black	40	71	
Race/ethnicity – White	16	29	
Race/ethnicity – Hispanic	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	18	32	
2 BR	27	48	
3 BR	11	20	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	

## Housing Needs of Families on the Waiting List

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

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

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

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

### 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 – We chose this strategy because we feel that effective maintenance and management practices are the keys providing decent, safe and affordable public housing.
- Reduce turnover time for vacated public housing units – We chose this strategy as we feel that timely units turn around brings in more income to our PHA and provides more housing opportunities for our low income residents.
- Reduce time to renovate public housing units – In order to be competitive with other housing entities in our community, and provide for income mixing, we must renovate our housing stock with the amenities which will make us competitive.
- 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 – We chose this strategy because Section 8 is an important ingredient in our community in providing deconcentration of poverty. It provides enhanced leverage in our income targeting goals.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required – We chose this strategy as it will afford us the opportunity to provide affordable housing to those who would not normally be afforded low income housing opportunities.

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration – Again this strategy allows us to be competitive in the open housing market in our community.
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program – We chose this strategy because effective screening will mean less evictions and more lease up rates.
- 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 – This strategy will allow us to serve more low income households in our community.
- 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 – Our waiting list already reflects achieving this strategy.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance – Our waiting list already reflects achieving this strategy.
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work – We chose this strategy as it will allow us to provide incentives for those hard-to-work residents.
- 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 – We chose this strategy to allow for income mixing and prevent deconcentration of poverty.

- Adopt rent policies to support and encourage work – We chose this strategy to provide more incentives for our working families in our community.
- 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 – We chose this strategy to provide more assistance to our elderly.
- 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 – We have already complied with this strategy.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available – We chose this strategy to provide more assistance to our families with disabilities.
- Affirmatively market to local non-profit agencies that assist families with disabilities – This strategy was chosen as it will allow us to link with agencies which provide services we do not provide and fill the gap in lack of service delivery.
- 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 – We chose this strategy to educate those who are in need of affordable low income housing, but are not aware of the process in which to access this type of housing.
- 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 – This strategy will afford our residents to move in areas which may provide upward mobility.
- Market the section 8 program to owners outside of areas of poverty /minority concentrations – This strategy was chosen to increase the awareness of all owners within our jurisdiction as to the benefits of our program.
- 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund	169,189	
b) Public Housing Capital Fund	205,251	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	60,180	
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 CIAP	205,251	Modernization activities
<b>3. Public Housing Dwelling Rental Income</b>	161,626	Administrative expenses
<b>4. Other income (list below)</b>		
Investment	2,650	Investment
<b>Other Income</b>	0	Investment
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	804,147	PHA Operations

3. PHA Policies Governing Eligibility, Selection, and Admissions

## **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 - First 5 families)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

### **(2)Waiting List Organization**

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

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

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

- PHA main administrative office – 1016 maple Avenue, Mamou, LA 70554
- 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
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- 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) – Unemployed residents of the MHA’s jurisdiction, we will give preference to 40% of families with 30% of median income, 30% of families with 50% of median income, and 30% of families with 80% of median income.

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) – At the discretion of the Executive Director
  - 3 Victims of domestic violence – At the discretion of the Executive Director
- Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 2 Unemployed residents of the jurisdiction
- 3 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below) – 40% of families with 30% of median income, 30% of families with 50% of median income, and 30% of families with 80% of median income.

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 complexes – LA 31-1, LA 31-2, LA 31-3, and LA 31-4

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
All complexes – LA 31-1, LA 31-2, LA 31-3, and LA 31-4

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

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

## B. Section 8

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)

PHA does not share this kind of information with landlords as this type of information will cause landlords to not want to participate on the program.

### (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 – 1016 Maple Avenue, Mamou, LA 70554
- 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:  
Unit unavailability and medical reasons

**(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 )**

3. 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) – At the discretion of the Executive Director
- Victims of domestic violence – At the discretion of the Executive Director
- 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) – Unemployed residents of the MHA's jurisdiction

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) – At the discretion of the Executive Director
- 3 Victims of domestic violence – At the discretion of the Executive Director
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 2 Unemployed residents of the jurisdiction
- 3 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 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. 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 (list below)

#### **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 – PHA's minimum rent is \$50.00

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

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

**See Admissions and Occupancy Policy**

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:  
 Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:  
 For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

Elderly and handicapped

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)
- 95<sup>th</sup> 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) \$40.00 per month
- 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)

See Administrative Plan

## **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		

Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**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)

(2) Section 8 Management: (list below)

**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 – 1016 Maple Avenue, Mamou, LA 70554
- 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 – 1016 Maple Avenue, Mamou, LA 70554
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

• or-

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

**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      FFY of Grant Approval: (07/01/00)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	17,751.00
4	1410 Administration	1,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	26,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	40,000.00
10	1460 Dwelling Structures	120,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>205,251.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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
HA-Wide	Provide Welfare to Work Activities for Residents	1408	17,751.00
HA-Wide	Advertise for A/E, Capital Projects Coordinator	1410	1,500.00
HA-Wide	Hire A/E @ 10% of accounts 1460 and 1470, or \$16,000; hire Capital Projects Coordinator @ \$10,000	1430	26,000.00
LA 31-1, 2	Install bus shelters to prevent children from standing in rain @ \$20,000 each, or \$40,000	1450	40,000.00
LA 31-1	Install A/C @ 30 units @ \$3,000 each, or \$90,000	1460	120,000.00
LA 31-2	Install A/C @ 10 units @ \$3,000 each, or \$30,000		
	Total		205,251.00

**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)
HA-Wide	Provide Welfare to Work Activities 07/01/00	06/30/02
HA-Wide	Advertise for A/E, Capital Projects Coordinator 08/31/00	06/30/02

HA- Wide	Hire A/E, Capital Projects Coordinator,	06/30/02
LA 31-1, 2	Install bus shelters 12/31/00	06/30/02
LA 31-1, 2	Install A/C in units 12/31/00	06/30/02

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-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)

**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	
LA 31-1, 2, 3, & 4	PHA wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Provide Welfare to Work activities for residents @ \$19,251; pay A/E @ 10% of 160,000, or 16,000; pay Capital Projects Coordinator @ \$10,000; install 20 A/C units @ LA 31-2 @ \$3,000 each, or \$60,000; install bus shelters @ LA 31-3, 4 @ \$20,000 each, or \$40,000; install 20 A/C units @ LA 31-3 @ \$3,000 each, or \$60,000			205,251	07/01/01
Provide Welfare to Work Activities for residents @ \$19,251; advertise for A/E, Capital Projects Coordinator & General Contractor @ \$1,500; Hire A/E @ 10% of 160,000, or 16,000; hire Capital Projects Coordinator @ 10,000; install 40 A/C units @ LA 31-4 @ \$3,000 each, or \$120,000; install landscaping @ LA 31-1, 2, 3, & 4 @ \$10,000 each, or \$40,000			205,251	07/01/02
Provide Welfare to Work activities for residents @ \$19,251; pay A/E @ 10% of \$160,000, or \$16,000; pay Capital Projects Coordinator @ \$10,000; Construct community building with computer learning center plus computers and furnishings @ \$160,000			205,251	07/01/03
Provide Welfare to Work activities @ \$19,251; provide for play ground equipment at each complex @ \$10,000 each, or \$40,000; transfer remaining \$146,000 to account 1406 for operating reserves			205,251	07/01/04
<b>Total estimated cost over next 5 years</b>			<b>1,026,255</b>	

## 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.)

<b>Demolition/Disposition Activity Description</b>
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: (DD/MM/YY)

<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

**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.

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA’s Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.79(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.)

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

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (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 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? DD/MM/YY

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. )

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

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		

- 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© 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)

**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)

**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)

**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 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

See below:

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Pending

**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 (q)]

#### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

Although our PHA implemented the required steps regarding the resident advisory board, we did not receive any comments.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)  
 Provided below:

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

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

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: Office of Community Development, State of Louisiana, Division of Administration, P.O. Box 94095, Baton Rouge, LA 70804-9095

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)  
Reduction of vacancies, improvement of voucher and public housing management, achievement of customer satisfaction, renovation or modernization of public housing, increased voucher mobility counseling, outreach to potential landlords, linking with non-profit to provide home ownership counseling, implementation of measures to deconcentrate poverty and provide for income mixing, increase in the number of employed residents, provision of supportive services, assurance of the provision of fair housing, undertaking of measures to assure accessible housing to all.
- Other: (list below)

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

The Consolidated Plan of the State of Louisiana has provided our PHA with an approval letter indicating that our Plan is consistent with the provisions of the Consolidated Plan.

**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.

**THE HOUSING AUTHORITY  
OF THE TOWN OF MAMOU**

**SECTION 8 ADMINISTRATIVE PLAN**

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*"Equal Opportunity Housing"*

## OVERALL GOALS AND OBJECTIVES

The Mamou Housing Authority, hereinafter referred to as MHA, administers its Section 8 Programs to achieve the following goals and objectives:

1. To ~~assist in increase the availability of~~supplying safe, decent, ~~and~~ sanitary, ~~and~~ affordable housing to lower, ~~and~~ very low ~~and extremely low~~ income families and elderly individuals within its jurisdiction.
2. To provide effective outreach to owners, brokers, and managing agents to secure the highest quality housing possible under the applicable Fair Market Rents ~~and~~/or Payment Standard.
3. To ~~improve community quality of life and economic vitality~~aid in efforts to upgrade and stabilize the housing stock in the community by encouraging property owners to reinvest Housing Assistance Payments into their properties.
4. To encourage an exchange of Section 8 landlords and tenants which would normally be inhibited by non-afford ability.
5. To ~~promote self-sufficiency and asset development of families and individuals~~~~provide the opportunity for economically disadvantaged families and elderly individuals to gain entry into the private housing market by giving them parity with moderate income families competing within the same market by making them, for all intents and purposes, financially equal.~~
6. To administer the program in a fair and impartial manner and on an equal opportunity basis for families and staff.

To insure a long term commitment to these goals and objectives, the MHA has signed a certification to HUD of MHA's intention to comply with the Fair Housing Act, Title VI of the Civil Rights Act of 1964; the Age Discrimination Act of 1975, Executive Order 11063; Section 504 of the Rehabilitation Act of 1973 and Title 11 of the Americans with Disabilities Act. (See Appendix IV)

## **OUTREACH TO FAMILIES AND CONTACT WITH LANDLORDS**

The U.S. Department of Housing and Urban Development (HUD) has mandated that Authorities adopt preferences for admission to low rent Public Housing and the Section 8 Housing Assistance Program. Since the initiation of this policy, Mamou Housing Authority has formed a coalition with all public and private agencies in the Mamou area to assist families whose situations meet the criteria for this first consideration.

MHA has, in recognition of HUD's resolve to make regulations, income guidelines and each facet of Low Income Public Housing and the Section 8 programs identical, the same format for the acceptance and processing of all applicants has been incorporated.

The Authority's continuing efforts to advertise and perform other outreach activities to families and owners will be governed by the following:

Since the current waiting list appears to be representative of a cross section of low- income families, MHA does not plan special outreach activities. Efforts will be implemented in accordance with the equal opportunity requirements imposed by contract or federal law including applicable requirements under:

The Fair Housing Act, 42 U.S.C. 3610-3619

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d

- The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107
- Executive Order 11063, Equal Opportunity in Housing (1962), as amended, executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, as amended, Executive Order 12892, 59 FR 2939 (1994)

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

Title 11 of the Americans with Disabilities Act, 42 U.S.C. 12101

If the flow of applicants becomes too rapid in relation to the agency staff capacity to process the applications, measures will be taken to reduce applicant flow, such as reducing the number of days and hours in the week when applications will be accepted. MHA, with approval of the Board of Commissioners, also reserves the right to periodically suspend taking of applications until the number of applicants is reduced to a point where a family can be properly placed within one year. Both suspensions and resumption of application taking will be announced publicly through news releases to the media and by other advertisement in accordance with the notice requirements to lower-income families contained in 24 CFR 982.206. If applicant flow is too slow in relation to the leasing schedule, special outreach efforts will be initiated in accordance with equal opportunity requirements identified above.

At this time, special outreach efforts to owners and property managers appears to be unnecessary. MHA's Section 8 Assisted Housing Programs are well known in the real estate community, and MHA enjoys excellent lines of communication and cooperation with principal owners. Should the various programs status indicate that additional efforts are advisable, efforts

will be made utilizing local newspapers, private owners, Board of Realtors, Public Service announcements, church bulletins, etc.

Through MHA's well-established contacts in the Mamou real estate community, the Section 8 staff continually performs outreach to those with units outside areas of low- income and minority concentration. These efforts will be documented by the Section 8 staff and records retained for monitoring.

Through MHA's commitment to provide adequate housing for qualified persons with disabilities, a formal Public Relations Plan has been developed and implemented.

MHA's interface with the Public Relations Plan represents its continuing efforts to provide compliance with Title VI and 504, as well as adhering to the general provisions for its' Section 8 Existing Programs.

## **ADDITIONAL INFORMATION TO LANDLORDS AND TENANTS**

### Owner Screening Responsibilities

Owners are not only permitted, but also encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as: payment of rent and utilities; caring for a unit and premises; respecting the rights of others to peacefully enjoy their housing; drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others; and compliance with other essential conditions of tenancy.

### MHA's Screening Responsibilities

MHA has not screened any family's behavior or suitability for tenancy and any such screening is the owner's responsibility.

However, MHA may provide the owner with the selected family's current address and the name and address (if known) of the landlords at the family's current and prior address. In addition, MHA may offer other information in its possession regarding the family, such as information about tenancy history of family members, or about drug trafficking by family members or information regarding an outstanding repayment agreement with the MHA or any other HA. The landlord must provide a written request for this information including a self-addressed envelope.

Leases and contracts under the Section 8 Program are effective the first day of each month. MHA Section 8 Existing will pro-rate number of days for Housing Assistance Payment when a family moves in. The pro-rated amounts will be based on a thirty (30) day period.

## **DEADLINE FOR CHANGES**

In order for changes to be made for either tenants or landlords; moves; a change in address; sale of property, portability, etc. Section 8 staff must have received the new information by the 22nd of the month. If information regarding changes are not received, the Housing Assistance Payment will go to the current owner of record. If changes occur on or after the 22nd, parties are to petition Section 8 staff to hold the payment. In order to do this, owners, etc. must bring in documentation such as deed, court order or legal notice of change, in order to justify holding current payment. In some cases, Section 8 staff will verify ownership with City Tax Assessors office, and payment will be made to party(ies) declared on the record.

### **30 DAY NOTICE TO LANDLORD**

As a matter of Section 8 Program policy, MHA staff request its' Section 8 existing tenants to send a letter to their landlord with a copy to the Section 8 program of their intention to move. This is to be a minimum of (30) thirty days advance notice.\* This is not a mandate, it is a practice that has proven to be beneficial. It is recommended that this notice be sent Certified Mail, Return Receipt Requested. In cases of disputes, the (30) thirty days will be measured from the date of Certified Mail documentation. A certified letter is preferred but Section staff will accept normal surface mail. In the case of surface mail the postmark will be the date of notification.

\* With an effective date on the 1st of each month.

### **CLAIM FOR DAMAGES & UNPAID TENANT RENT**

The owner has the opportunity to collect a security deposit from the tenant. The owner may use this security deposit, subject to State or local law, including any interest accrued on the deposit, for reimbursement of any unpaid rent payable by the tenant, damages to the unit or any other amounts owed by the tenant under the lease.

However, if the security deposit is not sufficient to cover these amounts owed by the tenant, the owner may seek collection of the unpaid balance from the tenant.

When a security deposit is applied against an unpaid balance owed by a tenant, the owner must provide written documentation of all items charged against the security deposit and a breakdown of those charges. Upon resolution of all outstanding charges, any unused balance must be promptly refunded to the tenant.

### **ABSENT FROM DWELLING UNIT AND FAMILY BREAK UP**

Families may not be absent from the dwelling unit for a period of more than 180 consecutive calendar days for any circumstance or for any reason. Does not apply to imprisonment under Family Obligations.

In the event a family breaks up, the head or spouse of family remaining in the unit under lease in the Section 8 Program will remain as the Voucher holder. The other member/members may apply for housing if they desire.

### **INFORMATION REGARDING LANDLORDS**

The MHA shall provide a family information regarding practices of the landlord/owner should they request it. The MHA shall provide a list of landlords known to the MHA who are interested and willing to lease a unit to a family.

The MHA, if requested by a family, shall provide a list of barred landlords in the local market.

## **APPLICATIONS FOR ADMISSION TO SECTION 8 PROGRAMS**

All applications for Section 8 Programs shall consist of a pre-application as is consistent with MHA\*s occupancy policies.

The following conditions shall govern the taking and processing of applications:

1. MHA *will not*, on account of race, age, color, creed, sex, religion, handicap, familial status, or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs.

MHA does not discriminate in admission or access to its Federally assisted housing programs. Any individual eligible to be served who has a visual or hearing impairment will be provided with the information necessary to understand and participate in MHA\*s programs. Executive Director has been designated as the responsible employee to coordinate the Authority's efforts to comply with the nondiscrimination based on handicap regulations.

2. MHA, with Board of Commissioners approval, reserves the right to suspend taking applications for placement on the waiting list when the current supply of waiting list applications exceeds the number of families which could be reasonably expected to be housed within 24 months
3. A responsible adult member of the tenant family, who will reside in the household, or a minor person who, by virtue of court order has been determined to be an adult must make all applications. He/she shall sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. [LITIA MHA](#) reserves the right to require the signature of any or all-adult members of the applicant household. No applications shall be accepted unsigned.
4. MHA will normally take applications from a central location, but reserves the right to establish satellite locations for application taking or to mail out to disabled persons.
5. MHA reserves the right to establish times for taking applications including by appointment. MHA\*s staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.
6. Application interviews shall be conducted in privacy to the greatest extent possible.
7. In addition to the income and family composition, information regarding the race or ethnic designation of the head of household must be included in the application. The application shall indicate the date and time of application and the Authority's determination of eligibility or ineligibility.

8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented.
9. From time to time, MHA shall purge the waiting list application pool of applicants no longer actively seeking housing. Normally, this shall be performed by removing applicants who fail to respond to a “still interested” notice mailed to the last known address on the waiting list application. It shall be the sole responsibility of the applicant to inform MHA of changes in address and other family circumstances in writing which might affect the status of the application.
10. MHA shall maintain such records as are necessary to document the disposition of all applications and to meet U.S. Department of Housing and Urban Development audit requirements, which currently is for a period of three (3) years.
11. Applications must be updated every six (6) months to stay active.
12. All applicants for Section 8 assistance are placed on a single waiting list according to applicant preference status and the date and time of application for the Voucher Program. Information on both programs will be given to applicants.
13. The MHA shall offer to cross list any applicant on its public housing wait list who has an interest in that program.
14. The MHA will not remove a family’s name from the Section 8 Housing Program wait list because the family has applied for, refused, or rented a subsidized unit without the family’s consent.

### **MISREPRESENTATION OF INFORMATION**

The MHA takes the position that:

“Any person who obtains or attempts to obtain or who establishes or attempts to establish Eligibility for, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any assisted housing program or a reduction in tenant rent or any rent subsidy payment from a tenant in conjunction with assisted housing to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a fraud.”

The MHA considers the misrepresentation of income and family circumstances to be a serious Lease and policy violation, as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

1. An applicant family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
2. If any examination of the tenant's file discloses that the tenant made any misrepresentation (at the time of admission or any previous re-certification date) which resulted in his/her being classified as eligible when in fact he/she was ineligible, the tenant may have their assistance terminated, even though he/she may be currently eligible.
3. A tenant family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.
4. If it is found that the tenant's misrepresentations resulting in his/her paying a lower tenant rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the tenant remains on the Section 8 Program but failure to pay under terms established by the MHA shall always result in immediate termination of assistance. The MHA reserves the right to demand full payment within seven days.
5. The MHA shall report apparent cases of tenant or applicant fraud to the HUD Inspector Generals Office. It shall be the policy of the MHA to press State and Federal authorities for prosecution of cases which, in the MHA judgement, appear to constitute willful and deliberate misrepresentation.
6. The MHA will review all complaints of fraud to determine if a violation does exist. When necessary the MHA will utilize the services of a private investigator to collect evidence.

## ADMISSION TO SECTION 8 PROGRAMS HOUSING

All families who are admitted to Section 8 Housing Programs administered by MHA must be Individually determined eligible under the terms of this Administrative Plan. [MHA will grant a minimum of 75% new admissions Section 8 tenant based assistance to extremely low-income families.](#) In order to be determined eligible, an applicant family must meet all of the following requirements:

1. The applicant family must qualify as a very low-income [or extremely low income](#) family in accordance with the income limits establish by the U.S. Department of Housing and Urban Development for Mamou, Louisiana.
2. Qualifies as a lower income family (other than very [or extremely](#) low-income) and is displaced by the rental rehabilitation program.
3. If a prior tenant of public housing or Section 8 housing programs and the family owes money to a PHA, the family will not be considered for re-admission until the account is paid in full.
4. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently terminated from the program, even if the family meets current eligibility criteria at that time.
5. The family must not engage in drug-related criminal activity or violent criminal activity, including criminal activity by a family member, or family member s guests.

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on the waiting list or issued a voucher under the following circumstances.

1. If the applicant's gross income exceeds the limits established by the U.S. Department of Housing and Urban Development the applicant will be declared ineligible.
2. If the applicant does not meet the definition of a family or an elderly family.
3. If the applicant owes a prior debt to MHA for any program operated by MHA or another HA, State of Louisiana, or any other subsidy program administered by the State or HUD, the applicant will be declared ineligible. At MHA discretion, the applicant may be Declared eligible upon payment of the debt, with the date and time of application being the time of payment.

4. If the applicant is a former Section 8 program participant who vacated a unit in violation of their lease, the applicant will be declared ineligible. The applicant may re-apply after one (1) year has passed since the violation.
5. If the applicant as a former Section 8 program participant violated any family obligation under 24 CFR 982.552, the applicant may be declared to be ineligible.
6. If the applicant or any member of the applicant's family was evicted from public housing, terminated from the Section 8 Program or threatened or actually demonstrated abusive or violent behavior toward MHA or other HA personnel.
7. If the applicant or any member of the applicant's family committed "illegal" drug-related or violent criminal activity without regard to whether the crime is technically classified as a felony.
8. The MHA cannot deny assistance to an applicant because of past drug-related criminal activities if the applicant or family member can demonstrate that he or she is recovering or has recovered from such addiction and does not currently use or possess controlled substances.
9. If the applicant has committed fraud in connection with any Federal housing program, the applicant may be declared ineligible.
10. The Authority may elect to extend the period of ineligibility for violations involving criminal or drug related actions.

If the applicant is determined to be ineligible, he/she will be so informed and the reason stated in writing.

No applicant shall be admitted to the Section 8 Programs without a thorough investigation of income (Income verification must be current within 60 days before issuance of the voucher.), family composition and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. The same type of verifications is required to process any interim or regular reexaminations for the Section 8 Programs. Complete and accurate verification documentation will be maintained for each applicant and resident. Such documentation may include, but is not limited to the following:

1. Letters or other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deductions, together with other eligibility and priority determinations;
2. Verification forms supplied by MHA and properly completed by employers, public welfare agencies, etc.

3. Originals, photocopies, or carbon copies of documents in the applicant's possession which substantiate his statements, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who view them;
4. Statements from self-employed persons, and from persons whose earnings are irregular, such as a salesman, etc., sworn before a Notary, setting forth gross receipts, itemized expenses and net income;
5. Memoranda of verification data obtained by personal interviews, home visits, telephone or other means, with source, date received, name and title of person receiving the information clearly indicated, and a summary of the information received;
6. Copies of income tax returns filed with Federal and State governments.
7. Certified birth certificates, or other substantial proof of age, to support claims to the various entitlements in the Administrative Plan for each member of the household;
8. Verification of evidence of citizenship and/or eligible immigration status. A resident alien cards and social security card is [not evidence of U. S. citizenship or nationality.](#)
9. Proof of disability, or of physical impairment, if necessary to determine the applicant's eligibility as a family or entitlement for consideration under the criteria established in this Administrative Plan, provided in written from a qualified person or agency.
10. Receipts for utility services.
11. Social security card and picture identification from a legal entity for the applicant.
12. If the family is claiming a *Preference* for living in substandard housing, the verification that an applicant is living in substandard housing consists of certification, from a unit or agency of government or from an applicant's present landlord that the applicant's unit has one or more of the deficiencies listed in, or the unit's condition is as described in the definition of Substandard Housing as defined by HUD regulations. In the case of a "homeless" family as described in the definition of Substandard Housing, verification consists of certification, of this status from a public or private facility that provides shelter for such individuals, or from the local police department or social service agency.
13. If the family is claiming a *Preference* for paying more than 50 percent of family income for rent for a minimum of 90 consecutive days, MHA will verify that an applicant is paying more than 50 percent of family income for rent for a minimum of 90 consecutive days as follows.

- (A) MHA will verify the family's income in accordance with the standards and procedures that it uses to verify income for the purpose of determining applicant eligibility and Total Tenant Payment under 24 CFR Part 813.
  - (B) MHA will verify the amount due to the family's landlord (or cooperative) under the lease or occupancy agreement--
    - (1) By requiring the family to furnish copies of its most recent rental (or cooperative) receipts (which may include canceled checks or money order receipts) or a copy of the family's current lease or occupancy agreement, or
    - (2) By contacting the landlord (or cooperative) or its agent directly.
  - (C) To verify the actual amount a family paid for utilities and other housing services, MHA will require the family to provide copies of the appropriate bills or receipts, obtain the information directly from the utility or service supplier.
14. If the family is claiming a *Preference* for being involuntarily displaced, verification by MHA of an applicant's involuntary displacement will be established by the following documentation:
- (A) Certification, from a unit or agency of government that an applicant has been or will be displaced as a result of a disaster, as defined by HUD regulations.
  - (B) Certification, from a unit or agency of government that an applicant has been or will be displaced by government action as defined under the definition of term "Involuntary Displacement" in HUD regulations.
  - (C) Certification, from an owner or owner's agent that an applicant had to, or will have to, vacate a unit by a certain date because of an owner action referred to in the definition of "Involuntary Displacement" by HUD regulations.
  - (D) Certification, of displacement because of the domestic violence referred to in the definition of term "Involuntary Displacement" in HUD regulations, from the local police department, social service agency, or court of competent jurisdiction, or a clergyman, physician, or public or private facility that provides shelter or counseling to the victims of domestic violence. In addition, the family must provide in writing that the person who inflicted the violence will not rejoin the family without advance MHA written approval.
  - (E) Confirmation of displacement to avoid reprisal (witness relocation), displacement by hate crimes, displacement by inaccessibility of unit, and displacement because of HUD disposition of a multi-family project.

- (F) A completed Preference Survey form must be submitted by all applicants including all applicable supporting data in order to receive consideration for one of the Preferences (See Appendix).

All applicants who qualify for a *Preference* will be ranked and will be placed on the waiting list by time and date of application. In all cases applicants who qualify for a *Preference* will be selected before applicants who do not qualify for a *Preference*.

Any family issued a rental voucher that did not live in MHA jurisdiction at the time the family applied for assistance must lease a unit in the jurisdiction of the MHA for at least twelve (12) months from the beginning of the initial lease term. MHA will require families to furnish proof of residency at the time of application (copies of lease or utility bills) to determine the accuracy of family statements concerning residency.

In selecting applicants for participation in the Section 8 Programs, MHA will give preference to families that are otherwise eligible for assistance and that, at the time they are seeking housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent.

An applicant who meets one or more of the aforementioned preferences and is residing in a rental rehabilitation project will receive preference over other preferred applicants.

MHA will issue a Voucher to any lower income family living in a rental rehabilitation project that is physically displaced because of rehabilitation activities, overcrowding, or a change in the use of the unit.

MHA will issue a voucher to any eligible lower income (but not very low-income) family living in a rental rehabilitation project who has a post-rehabilitation rent burden in excess of 35% of adjusted gross income.

MHA will issue a Housing Voucher to any eligible very low income or extremely low-income family living in a rental rehabilitation project who has post-rehabilitation rent burden of excess of 35% of adjusted gross income.

MHA will give preference to a single person who is displaced, elderly or disabled plus elderly or disabled head/spouse families before a single person who is not elderly, disabled or displaced.

The jurisdiction of the Authority is confined to the city of Mamou or the area within one (1) mile of the territorial boundaries of the city.

If the Authority determines that an applicant does not meet the criteria for receiving a preference, the applicant must be promptly notified in writing of the determination.

This notice must contain a brief statement of the reasons for the determination and state that the applicant has the right to use the MHA Grievance Procedure to review it and how to file a notice for a meeting. The applicant if he/she so desires will remain on the non-preference list.

MHA will inform all applicants of the availability of *Preferences* and will give all applicants an opportunity to show that they qualify for a preference. Applicants include families on any waiting list for Section 8 Programs.

Because eligibility for housing assistance is not based on a “declaration system” but upon verification of actual income and family circumstances, MHA is not limited to verification of data supplied by applicants or participants. *Failure of an applicant to cooperate with the Housing Authority in obtaining verifications will result in the application being declared incomplete.* A participant who fails to cooperate or to release information will have their participation terminated. In addition, interim rent reduction will not be made for participants until all required verifications are received. In consideration of the privacy rights of participants and applicants, MHA will restrict its requests to those matters of income, family composition and other family circumstances, which it deems are related to eligibility, rent unit size and type admission priority rating, or other lawful determinations made by MHA.

If the verified data as listed in this Administrative Plan are less than sixty (60) days old at the time an applicant is selected for participation the data will be considered as reflecting the applicant family’s status at the time of being selected as a participant. If the data (other than income verifications) is more than 120 days old, all factors are to be re-verified and findings recorded.

## **DENIAL OR TERMINATION OF ASSISTANCE**

### **GENERAL POLICY**

MHA may deny or terminate housing assistance for the following reasons:

1. Applicants who owe rent or other amounts to MHA or another HA in connection with Section 8 or Public Housing assistance under the United States Housing Act of 1937;
2. Applicants (as a previous tenant in a Section 8 Program) or tenants that have not reimbursed MHA or another HA for any amounts paid to a Landlord under a Contract for rent or other amounts owed by the family under the lease or for a vacated unit;
3. Tenants who are guilty of program abuse or fraud in any Federal housing assistance program;
4. Tenants who owe MHA money or breached a Repayment Agreement will not be issued another Housing Voucher to move to another unit;
5. Tenants who are in default of an executed Repayment Agreement must pay their remaining outstanding balance prior to issuance of a Housing Voucher to move. Tenants will be able to remain in their current unit.
6. Tenants whose Total Tenant Payment is sufficient to pay the full gross rent and one year has elapsed since the MHA\*s last HAP payment was made.
7. Tenants whose appropriate members do not provide their social security numbers and documentation within the time required and specified by MHA.
8. Tenants who have violated one of their family obligations as listed in 24 CFR 982.551 thru 982.553.
9. If a present participant, under lease in the Section 8 Program, owes the HA any outstanding debt, a payment agreement may be executed. Time frame on the debt is determined by the amount owed the HA, however, the debt should be paid in full within twelve (12) months or before the issuance of a new voucher.
10. If the family has signed an agreement to pay money owed the HA and they breach the agreement, the HA may terminate assistance for the breach of agreement.
11. Any member of a tenant family that commits a criminal activity that threatens health, safety, or right to peaceful enjoyment of premises by other tenants or persons residing in the immediate vicinity of premises.

12. Housing assistance may also be terminated or denied for any drug crime on or near premises by a family member.
13. Housing assistance may be terminated for failure to pay rent, maintain utilities and/or because of damage to the premises.
14. If any member of the family has ever been evicted from public housing.
15. If a HA has ever terminated assistance under the voucher program for any member of the family.
16. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
17. If the family has engaged in or threatened abusive violent behavior toward HA personnel.

#### **GENERAL POLICY FOR LANDLORDS/OWNERS**

1. Landlord/owner has violated obligations of a housing assistance payments contract under Section 8 of the 1937 act.
2. The landlord/owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
3. The landlord/owner has engaged in drug trafficking.
4. The landlord/owner has a history of practice of non-compliance with the HQS for units leased under any Section 8 program or leased under any other federal housing program.
5. The landlord/owner has a history of practice or renting units that fail to meet State or local housing codes.
6. The landlord/owner has not paid State or local real estate taxes, fines or assessments.
7. The landlord/owner does not have a Certificate of Occupancy from the Town of Mamou.

## REEXAMINATIONS FOR CONTINUED OCCUPANCY

Reexaminations of income family circumstances are required at least annually and at certain other times in order to establish continued program eligibility and the correct total tenant payment.

Collection and verification of data will be performed as follows:

- A. After proper notice, each tenant will be interviewed and all required information on income and family composition will be gathered. The family will be required to sign the necessary forms and to provide information, which MHA deems necessary to determine eligibility. Failure to report for reexamination or to cooperate in supplying required information will lead to termination of assistance. Failure to complete reexamination includes:
  - (1) Failure to appear for a scheduled reexamination interview without making prior alternative arrangements with MHA.
  - (2) Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility, or unit inspection.
  - (3) Refusal to properly execute required documents.
  - (4) Failure to have a HQS Inspection.
  
- B. To assure that the data upon which determinations of eligibility for continued occupancy, rents to be paid, and size of dwelling required are to be based are true and complete, the information submitted by each tenant will be verified. Acceptable methods of verifications are the same as for admission, including, but not limited to employers reports, award letters, reliable oral third party verification where proper documentation is recorded by a staff person and dated, Internal Revenue data, notarized statements or signed affidavits. Notarized statements will not be heavily relied on since they are self-serving documents and therefore are not acceptable in lieu of other verification methods.
  
- C. All documentation must reflect the gross amount of income, i.e., wages plus tips, commissions or gratuities. If current checks or copies of recent checks with information such as date, amount and check number is obtained, the gross amount must also be reflected.
  
- D. Verification data will be reviewed and evaluated as received for completeness, accuracy, and conclusiveness. Where information is not conclusive, follow-up to obtain such information is to be made and carried through to conclusion. As all necessary items are verified, verification is to be recorded in the tenant's file. As

part of the record, the responsible family member(s) shall sign and date the reexamination application. Where required a duly authorized representative of MHA shall also sign the required forms.

2. Based on verified data on income and family composition, each family will have eligibility redetermined in accordance with applicable HUD regulations with respect to:
  - A. Eligibility as a family or residual of a family;
  - B. Eligibility with respect to income, Total Tenant Payment and Net Assets;
  - C. Eligibility for the size of dwelling unit required; and
  - D. Eligibility with respect to compliance with program requirements.
  - E. Eligibility as a citizen and/or eligible immigrant.

Each tenant family will be advised in writing of the results of any reexaminations, including their right to a grievance hearing, if required, if they disagree with the actions of MHA.

3. Follow-up actions after reexaminations will be taken as follows:
  - A. If the reexamination discloses that the tenant, at time of reexamination, made a misrepresentation, which resulted in the tenant's classification as eligible, when in fact the tenant was ineligible, the Housing Assistance Payments will be discontinued immediately. If it is determined that at any time the tenant made a misrepresentation which resulted in a lower rent than should have been paid, the difference will be paid by the tenant to MHA in full and assistance may also be terminated if fraud was involved. In the event that the falsification of income or family composition comes to MHA at any time of the year, a reexamination will be immediately scheduled, and the tenant will be required to pay the full amount of back rent owed, and may be terminated from the Section 8 Programs if fraud was involved.
  - B. If at the time of reexamination a tenant is determined ineligible for the size of the current unit occupied (under-housed), a new Housing Voucher of appropriate size will be issued to the tenant and the staff will be responsible for assisting the tenant to find a suitable unit. When and if an acceptable available unit is located, the lease along with the HAP Contract with the current owner will be terminated in accordance with their terms. The new unit must meet all criteria of the Housing Quality Standards. Housing Assistance Payments may not otherwise terminate with the current landlord unless the family's Housing Voucher has expired and the family rejects without good reason the offer of a unit which MHA judges to be acceptable.

\_\_\_\_\_. C. \_\_\_\_\_ If a tenant is required to move due to the condition of the unit because the \_\_\_\_\_ landlord \_\_\_\_\_ refuses to correct the deficiencies, the MHA will terminate the HAP Contract with \_\_\_\_\_ the owner. Affected tenants will be issued a new Housing Voucher \_\_\_\_\_ in advance of the \_\_\_\_\_ termination date, if at all possible. These tenants will be given \_\_\_\_\_ assistance in locating \_\_\_\_\_ another standard unit where assistance is needed.

D. If the owner does not wish to renew the lease, and there are such provisions for the termination in the lease, tenant eligibility is re-determined as discussed above and a new Housing Voucher is issued. If the tenant is evicted by the owner and MHA has incurred expenses on the tenant's behalf, the tenant may or may not be determined ineligible for continued assistance if there is unpaid rent, damage claims, or other warranted circumstances.

4. Interim reexaminations may be initiated by either MHA or the tenant under the following circumstances.

A. MHA reserves the right, at any time, to require that a tenant report for a special reexamination or be reexamined every thirty- (30) days.

B. When a tenant reports no income, they may receive a special reexamination every 30 days.

C. When it is impossible to project a tenant's income with any accuracy, special reexaminations may be conducted at intervals to be decided by MHA until a reasonable projection can be made.

D. When a tenant reports loss of income, a reexamination will be held to recalculate the Total Tenant Payment.

E. MHA families will not have their rent reduced if welfare assistance is reduced due to:

(1) fraud

(2) failure to participate in economic self-sufficiency program

(3) failure to comply with work activities requirement

F. These changes are not applicable if the welfare reduction is:

(1) the result of the expiration of a lifetime time limit of welfare benefits; or

- (2) where the family has complied with welfare program requirements but can't find a job
- G. MHA will verify circumstances with the welfare department that the family's benefits were reduced because of noncompliance or fraud.
- H. MHA will notify the family of administrative review through Grievance Procedure.
- I. When the household's income increases.
  - (1) All reductions in Total Tenant Payment shall be effective on the first day of the month following the date in which all required documents are received.
  - (2) Increases in Total Tenant Payment will be effective on the first day of the second month in which the change occurred. The Housing Voucher Holder is required to retroactively repay in full any difference between the original Total Tenant Payment, except when the MHA family self-sufficiency earned income allowances are applicable.
- J. Earned Income of families who start work or self-sufficiency programs will be exempt. The impact of an increase in earned income of a family will be phased in.

## **DETERMINING PROPER SIZE UNITS**

The following general principles will be used to determine the proper bedroom size for each applicant and participant:

1. Family members are generally assigned to bedrooms on the basis of two of the same sex per bedroom.
2. The head-of-household and co-tenant are usually assigned a separate bedroom.
3. MHA will assign a separate bedroom to any family member with a documented medical need.
4. MHA will allow a child under two (2) years of age to share a bedroom with a parent(s).
5. MHA shall not require children of opposite sex, over the age of six (6) to share a bedroom. The family shall have the opportunity to use the living room as a sleeping area, should they so desire.
6. MHA shall include temporarily absent children in foster care as a member of the applicant family as criteria for unit size selection.
7. Families may select a larger unit than listed on the Voucher, but the Payment Standard for the size Voucher, to which they are entitled, shall be used in rent compilation.
8. MHA shall use the following Occupancy Standards in determining the bedroom size Voucher the family shall be issued:

<u>Voucher Size</u>	<u>Minimum # of Persons in Household</u>	<u>Maximum # of Persons in Household</u>
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10

## **APPLICATION RANKING AND SELECTION**

An Application will be selected from the waiting list in the following order:

1. Date and time of application.
2. Local Preferences

Applicants may be admitted to the program by special admissions if HUD awards the MHA with program funding that is targeted for families living in specific units.

When a Housing Voucher is available, the MHA will select the family at the top of the waiting list. The order of admission from the waiting list is not based on family size, or on the family unit size for which the family qualifies per MHA occupancy guidelines. If the MHA does not have sufficient funds available to subsidize the family unit size of the family at the top of the waiting list, the MHA must accumulate the necessary funds to admit the family at the top of the waiting list.

## **HOUSING QUALITY STANDARDS**

MHA will use the Housing Quality Standards (HQS) as set forth in 24 CFR 982.40 1 in the operation of its Section 8 Existing Programs. The acceptability criteria as listed in the above referenced regulations and the HUD Inspection Booklet will be used in the inspections for HQS.

The Section 8 staff or its designee will perform HQS inspections. In addition, other Section 8 staff will periodically perform or assist in inspections to maintain familiarity with those aspects of the program. Inspection expertise will be maintained through periodic training and workshops.

In addition to using the HUD Housing Quality Standards in inspecting and approving units, the Authority requires the installation of smoke detectors on every floor (including basements) except crawl spaces and unfinished attics, per dwelling unit. Failure to comply with this section will result in a failure of the unit for occupancy by a person/family receiving Section 8 Assistance. Below are the current performance requirements.

- A. Sanitary facilities
- B. Food preparation and refuse disposal
- C. Space and security
- D. Thermal environment
- E. Illumination and electricity
- F. Structure and materials
- G. Interior air quality
- H. Water supply
- I. Lead-based paint
- J. Access
- K. Site and neighborhood
- L. Sanitary conditions
- M. Smoke detectors

All program housing must meet the HQS performance requirements, both at commencement of assisted occupancy and throughout the assisted tenancy.

## **SECURITY DEPOSITS - VOUCHER PROGRAM**

If at the time of the initial execution of the lease, the owner may collect a security deposit from the family that is the amount charged by the owner for unassisted tenants or private market practice in general, but this amount shall not exceed the maximum allowed under State or local law.

## **ISSUING, EXTENDING AND DENYING HOUSING VOUCHERS**

MHA will select families for participation in the Section 8 Programs in accordance with the procedures outlined in these Administrative Plan and HUD regulations. Housing Vouchers will be issued to families in accordance with the Occupancy Standards as outlined herein and consistently applied for all families of like composition.

Section 24 CFR 982.551 and 982.553 outline the grounds for denial or termination of assistance. In cases where assistance is either denied or terminated the informal review or hearing requirements as outlined in Section 24 CFR 982.554 and 982.555 shall apply.

The following shall be taken into consideration when requests for an Extension of the Housing Voucher is made, however, the initial term plus any extensions may not exceed a total period of 120 days from the beginning of the initial term:

- (A) The degree to which the family has made an effort to locate an acceptable unit by contacting landlords, real estate companies, etc.
- (B) The support services requested and provided.
- (C) The family's participation in supplemental briefing sessions.
- (D) Extenuating circumstances, such as hospitalization, family emergencies, etc., which affected the family's ability to locate an acceptable unit during the first sixty (60) day period but are not expected to affect their search during the additional period, if granted.
- (E) Whether the family's size or need for barrier-free housing has affected their success in finding an acceptable house within the initial sixty (60) day period but that a reasonable chance for success would exist if the family was awarded additional time; and
- (F) Whether the family has submitted any previous Request for Lease Approval, which, although not approvable, has demonstrated their efforts to locate a unit.

If the Housing Voucher expires at the end of the initial 60-day period without an extension or if it Expires after any additional term requested and approved by MHA, the participant will be removed from the Section 8 Program Application List. The family may re-apply for the program if they so desire and are placed back on the wait list according to the date and time of their re-application and any other relevant factors.

MHA may not determine the family to be ineligible for the programs based on the grounds that it was not able to utilize a previously issued Housing Voucher. Any expired Housing Voucher will

Be re-issued to the next eligible applicant on the waiting list.

Section 24CFR 982.3 06 outlines the grounds for denial participation of an owner in the Section 8 Programs. MHA may deny participation by an owner if the owner has:

- (A) Violated obligations under any Section 8 HAP contract.
- (B) Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing programs.
- (C) Manufactured, sold or distributed illegal drugs.
- (D) Has a history of non-compliance of HQS or similar standard in any federal housing program.
- (E) Has a history of leasing units that fail State or local housing codes.

Has not paid State or local real estate taxes, fines or assessments.

## BRIEFING OF FAMILIES

When MHA selects a family to participate in a tenant-based program, it must provide an oral Briefing of the following subjects:

A description of how the program works

Family and owner responsibility

Where the family may lease a unit, including renting a dwelling unit inside or outside MHA's jurisdiction.

When a family qualifies to lease a unit outside the MHA jurisdiction under portability procedures, the briefing will include an explanation of how portability works. In addition, the MHA may not discourage the family from choosing to live anywhere in the MHA jurisdiction or outside the MHA jurisdiction under portability procedures.

If a family is currently living in a high poverty census tract in MHA jurisdiction, the briefing will also explain the advantages of moving to an area that does not have a high concentration of poor families.

In the briefing process if a family includes a disabled person, the MHA will take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6.

In addition, MHA will give the family a packet that contains information on all aspects of the Section 8 programs. (See Appendix) A packet containing all items as required and related to information About the Section 8 Existing Housing Programs will be given to eligible families at the time of issuing The Housing Voucher. Individual or group briefing sessions will be conducted to relay Pertinent information to the eligible family, including information about fair housing rights. A listing Of owners and rental agents that are actively participating in the program will be given to each Housing Voucher Holder. Telephone and mail contact with the Housing Voucher Holder are used to relay information on the availability of new units. Families with special problems will be given Individual counseling if requested.

A standard Section 8 lease is available for use by the landlord but not required. The landlord may use his lease. However, the lease must not contain any clause adversely affecting the family's rights under the lease. The Program Manager will review and approve the lease. The landlord and tenant must Sign a HUD Lease addendum in addition to the Landlord Lease. The HUD Lease addendum will Describe the types of lease provisions that are prohibited.

Information on Housing Quality Standards, inspection process, fair market rents, payment standards and availability of units will be discussed.

**The family must:**

- ✎ Supply such certification, release, information or documentation as the HA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible alien status, and submissions required for an annual or interim reexamination of family income and composition.
- ✎ Allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice.
- ✎ Notify the HA before vacating the dwelling unit.
- ✎ Use the dwelling unit solely for residence by the family, and as the family's principal place of residence.
- ✎ Report any changes in income and/or family composition within ten (10) days of the change.

**The family must not:**

- ✎ Own or have any interest in the dwelling unit (other than in a manufactured home assisted under 24 CFR Subpart F). If the Owner is a cooperative, the family may be a member of the cooperative.
- ✎ Commit any fraud in connection with the Section 8 Existing Housing Voucher Program.
- ✎ Receive housing assistance under the Section 8 Existing Housing Voucher Program while occupying, or receiving housing assistance for occupancy of, any other unit assisted under any Federal housing assistance program (including any Section 8 program).
- ✎ Sublease or assign the lease or transfer the unit.
- ✎ Engage in drug-related criminal activity or violent criminal activity, including criminal activity by any family member, guests or visitors.

The Section 8 Existing information packet will contain a combination of information for the following items:

1. The term of the voucher, and HA policy on any extensions or suspensions of the term.
  - (A) How the HA determines the housing assistance payment for a family;
  - (B) For the voucher program, information on the payment standard and the HA utility allowance schedule;

2. How the HA determines the maximum rent for an assisted unit;
3. What the family should consider in deciding whether to lease a unit, including:
  - (A) The condition of a unit;
  - (B) Whether the rent is reasonable;
  - (C) The cost of any tenant-paid utilities and whether the unit is energy-efficient; and
  - (D) The location of the unit, including proximity to public transportation, center of employment, schools and shopping;
4. Where the family may lease a unit;
5. The HUD-required lease addendum;
6. The form of request for lease approval, and an explanation of how to request HA approval to lease a unit;
7. A statement of the HA policy on providing information about a family to prospective owners;
8. HA subsidy standards, including when the HA will consider granting exceptions to the standards;
9.        The HUD brochure on how to select a unit;
10.            The HUD lead-based paint (LBP) brochure;
11. Information on Federal, State and local equal opportunity laws and a copy of the housing discrimination complaint form;
12.        A list of landlords or other parties known to the HA who may be willing to lease a unit to        the        family, or help the family find a unit;
- ~~13. Notice that if the family includes a disabled person, the family may request a current listing of assessable units know to the HA that may be available;~~
13.        Notice that if the family includes a disabled person, the family may request of assessable units know to the HA that may be available;
14. Family obligations under the program;
15. The grounds on which the HA may terminate assistance for a particular family because of family action or failure to act; and

16. HA informal hearing procedures.

## **PORTABILITY**

MHA will act as a receiving HA for portability under the Existing Section 8 Program except in cases in which the Authority has entered into agreements with other agencies to exchange one of its own Housing Vouchers. One (1) year residency in the jurisdiction of the Initial HA is required of all families prior to relocation to another area. In all other cases, MHA will administer the Housing Voucher from the initial HA. MHA will require families to furnish proof of residency at the time of application (copies of lease or utility bills to determine the accuracy of family statements concerning residency).

Applicants that were on wait lists prior to the Final Portability Rule are not effected by the new residency time frame. The following portability procedures shall be administered by either the initial HA or the receiving HA as indicated:

1. It is the responsibility of the initial HA to determine if a family is income eligible in the area where the family wants to lease.
2. It is the initial HA's responsibility to advise the family on how to contact and request assistance from the receiving HA (MHA). In addition, at the same time the initial HA should contact MHA to expect the family.
3. It is the family's responsibility to promptly contact the MHA and comply with all of MHA's procedures for incoming portable families.
4. It is the initial HA's responsibility to provide MHA the family's most recent Family Report (HUD Form 50058) and the Family Portability Information Report (HUD Form 52665), as well as all related verification information. The MHA has the option to conduct a new reexamination. However, this process may not delay issuing the family a voucher unless the recertification is necessary to determine income eligibility.
5. It is MHA's responsibility to promptly inform the initial HA whether MHA will bill the initial HA for assistance or will absorb the family into its own program.
6. The MHA must issue a voucher to the family and the term of the MHA voucher cannot expire before the expiration date of the initial HA voucher.
7. It is the responsibility of MHA to determine the family unit size for the portable family and the family unit size will be determined by the MHA's existing subsidy standards.
8. It is the responsibility of MHA to notify the initial HA if the family has either leased an eligible unit or that the family failed to submit a request for lease approval within the term of the voucher.

9. It is the responsibility of the MHA to provide all HA program functions. However, either the initial HA or MHA may, at any time, make a determination to deny or terminate assistance to the family.

## **RENT REASONABLENESS**

### **Housing Voucher Program**

Generally, under the Housing Voucher Program, the rent to owner is a matter of negotiation between the owner and the family. However, the Mamou Housing Authority will disapprove a lease for a rent that is not reasonable, based on rents charged for comparable rental units. The Mamou Housing Authority will document each case in which it disapproves a lease because the rent is not reasonable. Only one rent increase every twelve (12) consecutive months can be approved

### **Annual Adjustments**

The Section 8 Program Manager will review all requests for annual adjustments. The criteria established in the rent reasonableness section of this plan would be used to determine if an adjustment is warranted.

### **Special Adjustments**

The landlord will have to supply documents to the Manager to justify his request for a special adjustment. Such items as increased utility costs when paid by the landlord, home improvements beyond normal maintenance, increased real estate taxes, etc. will be taken into consideration by the Manager to justify an increase in rent. The criteria established in the rent reasonableness section of this plan would be used to determine if an adjustment is warranted.

General information about the program and its benefits is supplied in each tenant packet. Briefed tenants will be able to provide owners with some of the basic information. In addition, the Program Manager briefs new owners and contact is maintained with current owners participating in the program.

## **AFFORDABILITY ADJUSTMENT DETERMINATIONS UNDER THE HOUSING VOUCHER PROGRAM**

MHA\*s current Payment Standard shall apply to families assisted under MHA\*s Voucher Program.

No test for rent reasonableness for voucher holders will be applied, however, if the Program Manager and/or Inspector will counsel the owner and family as to warrant a fair rent for the unit.

MHA may adopt annual increase of payment standard amounts on the payment standard schedule. Increase would be adopted so that families on the program can continue to afford the housing they have selected.

The Section 8 Department will review the affordable payment standard yearly using the factors below for analysis in determining affordability adjustments.

- (1) Participant rent burden (percent of tenant rent to adjusted household income of participants).
- (2) Participant rent burden relative to the quality of units selected by participant families.
- (3) Participant rent burden relative to availability of units by bedroom size.
- (4) Actual contract rents for specific bedroom sizes.
- (5) Actual rent increases for participating households.
- (6) The applicable annual adjustments factor(s) for the HA jurisdiction which is an indication of the prospective average percent of rent increases.
- (7) The average time period for finding eligible housing.
- (8) The local vacancy rate.

MHA will grant an increase on the payment standard when around half of its families incurring rent burdens of 45 percent or greater on each bedroom size due to local market conditions.

## SECTION 8 VOUCHER PROGRAM

PAYMENT STANDARD

EFFECTIVE: July 15, 1999

NUMBER OF BEDROOMS

PAYMENT STANDARDS

1	\$291.00
2	\$358.00
3	\$469.00
4	\$523.00

The Payment Standard remains in effect until changed by the Authority.

The Payment Standard for unit sizes larger than four bedrooms shall be calculated by adding 15 percent to the four bedroom Payment Standard for each additional bedroom. The calculation of the Payment Standard for a five-bedroom unit would be 1.15 times the four bedroom Payment Standard, and the calculation of the Payment Standard for a six-bedroom unit would be 1.3 times the four-bedroom Payment Standard, etc.

### **CALCULATION OF ADJUSTED INCOME**

The Section 8 Program has adopted a \$50.00 minimum rent standard. The following allowances shall be deducted when applicable from the annual income to compute the adjusted income:

#### Dependent Allowance

An amount of \$480 per dependent (17 yrs. or less) will be deducted from annual income. Allowance also applies to family member 18 years or older who are full time students in a college or vocational program. Does not apply to head of household or spouse.

#### For Elderly Families Only

Medical expenses in excess of 3% of total Family income, or those expenses which are anticipated during the twelve month period for which annual income is computed, and which are not covered by insurance. Premiums for such insurance may be included as medical expenses when paid by the person.

#### Elderly/Disabled Family

An amount of \$400 will be deducted from annual income for an elderly, handicapped, or disabled family.

Child Care Expenses

24 CFR 813.102 child care for minors under the age of 13 or care for disabled/handicapped family member, when necessary, to enable a family member to be gainfully employed, or further his/her education. The deductions cannot exceed the maximum found to be reasonable in the Mamou Community. The Adjusted income amount shall be used to compute the Total Tenant Payment.

**CALCULATION OF TOTAL TENANT PAYMENT**

With the Rental Voucher program, the family’s subsidy is calculated first. The Total Tenant Payment and Tenant Rent is calculated after the family finds a unit to rent.

The estimated voucher subsidy is calculated by subtracting 30% of the monthly-adjusted income from the appropriate payment standard.

The Appropriate Payment Standard is the lower of:

The payment standard for the family by unit size; or

The Payment Standard for the unit rented by the family

If the Utility Allowance is greater than the Total Tenant Payment a Utility Reimbursement is permissible.

**SUBSIDY CALCULATION**

The MHA~~HA~~ will calculate the family’s subsidy in the voucher program utilizing the following formula:

Payment Standard

Minus (1) 30% of monthly adjusted income

Equal (=) Maximum Voucher Subsidy

The family can not exceed 40% of their adjusted gross income for rental payments

**MINIMUM TOTAL TENANT PAYMENT**

The family must spend at least 10% of its monthly unadjusted income for rent or pay the MHA’s minimum rent of \$50, whichever is greater. The rule is applicable ONLY when the rent is below the payment standard.

MHA shall grant hardship exemptions from paying the minimum rent in the following circumstances:

1. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public

benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;

2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred; and
5. Other situations as may be determined by the MHA.

If a resident requests a hardship exemption and the agency “reasonably determines the hardship to be of a temporary nature”, the exemption shall not be granted for 90 days. The resident cannot be evicted during this 90-day period for non-payment of rent. If the resident later demonstrates that the hardship is long-term, then the MHA shall retroactively exempt the resident from the minimum rent for the initial 90-day period.

The MHA will use the actual rent for the unit to calculate the amount of assistance if the family chooses a unit that rents for less than the payment standard.

## **SECTION 8 OPERATING RESERVES**

The MHA will expend its Section 8 Operating Reserve funds for other housing purposes consistent with authority under State and local law, provided that the amounts used for other housing purposes are not required for projected Section 8 administrative expenses through remaining Annual Contributions Contract (ACC) terms. If MHA anticipates that ongoing fees will not be sufficient for ongoing Administrative costs through its ACC terms, an appropriate amount will be retained in the Operating Reserve for project administrative costs.

The expenditures for housing purposes must be approved by MHA\*s Board of Commissioners. The Board of Commissioners as part of the approval of expenditures will make a determination that the expenditures are necessary and reasonable for other housing purposes consistent with authority under State and local law.

Only special funds will be treated in accordance with their special purpose.

## ORGANIZATIONAL STRUCTURE AND PROGRAM OPERATIONS

The Section 8 Programs as administered by MHA has three full-time employees; one Section 8 Program Manager, Tenant Selection Worker and one Secretary. The HQS inspections are performed under contract. The person assigned to oversee all contracts and operations will be the Executive Director and his/her is the final signature required on all contracts.

The existing Section 8 Staff will be utilized for the Section 8 Programs. The following is a summary of the staff responsibilities. All positions are currently filled.

- a. *Section 8 Program Manager* .This individual is generally responsible for the total day-to-day administration of the Section 8 Housing Assistance Programs. This individual reports directly to the Administrative Specialist or the Executive Director.
- b. *Tenant Selection Worker* .This individual participates in and provides support for the day-to-day activities of the Section 8 Program. This individual reports to the Section 8 Program Manager.
- c. *Secretary* .The individual is generally responsible for the administrative and clerical activities of the Section 8 Programs. This individual reports directly to the Section 8 Program Manager and provides support as requested.
- d. All of the above positions are direct Section 8 Staff. The administrative staff of the Mamou Housing Authority provides additional staffing support. Allocations of administrative staff time by positions are listed in the Operating Budget. Actual prorating may vary from year to year as submitted in the Mamou Housing Authority's Section 8 Operating Budget.

MHA has a total Annual Contributions Contract (ACC) of twenty (20) vouchers, and moderate rehab in its Section 8 Programs. This is overseen by the Department of Housing and Urban Development's New Orleans Area Office that holds scheduled audits on fiscal matters, program performance and compliance.

## APPENDIX I

### **MAMOU HOUSING AUTHORITY SECTION 8 PROGRAM GRIEVANCE PROCEDURES FOR INFORMAL HEARINGS**

Every family receiving housing assistance agrees to perform all of its obligations under the program and is responsible as well of fulfilling all its obligations under its Housing Voucher Program, and under its lease with the owner. The PHA may determine that a family is ineligible for further Housing Assistance Payments and terminate payments to the owner, under the Housing Assistance Payments Contract, due to a family's failure to comply with its obligations under the lease, the Housing Voucher Assistance Payments Contract, may also result in the termination of assistance payments to the owner.

- A. Such determination may not be made until the PHA has given the family notice and an Opportunity to respond in accordance with the provisions of this section.
- B. Such determination may be made only for cause including, but not necessarily limited to the following:

Failure of the Family to comply with the "Conditions" stated in the Housing Voucher including the obligation to:

Provide such Family income information and records as may be required in the administration of the program. Permit inspection of its dwelling unit at reasonable time after reasonable notice, and give at least 30 days written notice to the Agency of the Family's intention to vacate the unit in accordance with these policies.

Failure of the family to initially meet the family income and composition for the HAP program in accordance with these policies and 24 CFR Part 882.212.

Failure of the Family to reimburse the PHA or to satisfy the liability for payment to an Owner pursuant to 24 CFR part 882.112. This includes the failure of the family to comply with Section XI, Subsection B of these policies.

Failure of the Family to comply with its obligations under the lease.

Failure of the Family to comply with the Section 8 Existing Housing Program Administrative Plan.

The Notice to be given by the PHA to the Family pursuant to this section:

Shall be in writing, given personally to a member of the Family at its last address contained in the PHA file.

Shall state that on certain grounds and for factual reasons set forth with enough so as to enable the Family to prepare objections, that the Family's eligibility for further housing assistance payments, along with payments to the owner under the HAP contract, will terminate as of a date specified in the notice; but, that the Family may present objections to the proposed termination in writing and that any Final decision will be pending the arrival of these objections.

Shall inform the Family of the procedures necessary to present objections or additional information.

Request to submit objections or additional information must be made to the PHA within 10 days of the date of mailing, receipt being presumed. If the Family does not make a request to submit these objections and information in accordance with this paragraph, then the proposed termination shall become final as of the date specified in the notice.

Objections to terminate or additional information must be submitted to the PHA in person or in writing within a reasonable time as established by the PHA.

If the Family requests a conference, it shall be entitled to an informal hearing on the issues at the offices of the PHA, no more than 14 days after the request if possible.

The Family shall be offered a private conference with the staff person assigned to the file for the purpose of discussing the proposed termination informally and to foster settlement without further appeal.

If the Family declines such private conference or does not accept the proposed disposition of the matter, they can pursue the matter in accordance with the following Subsection G...

#### Agency Staff Determination of Continued Eligibility

The Section 8 Staff shall review all pertinent information in the Family's file and obtain further needed information from the Family, owner, or any other person having information relating to the case.

Based on aforementioned information, the Section 8 staff shall submit a recommendation to the HAP Manager or his/her designee.

The HAP Manager or his/her designee shall in turn review the Family's case history, results from informal conference, and the Section 8 staff recommendation. He/she shall make a decision based on this information and applicable PHA and HUD regulations. The Family will be notified on this decision within 14 days of the date they initially submitted their objections.

The Family will have three working days in which to contact the PHA and object to this decision. This decision may then be appealed to an informal hearing.

## **FINAL APPEAL - INFORMAL HEARING**

The parties shall be entitled to an informal hearing before the PHA Administrative Hearing Officer. (Executive Director or Designee of Executive Director of PHA shall serve as hearing officers.)

The parties may be represented at the hearing by legal counsel of another person chosen as a representative.

The hearing shall be public. This shall not be construed to limit the attendance of persons who are witnesses for or representative of either party, or those who have a valid interest in the proceedings. The Administrative Hearing Officer will determine whether a party has a valid interest in the proceedings.

The Family representative may examine before the hearing and, at his expense copy, all non-privileged documents and records, and all regulations of the Authority that are relevant to the issues to be raised at the hearing. One copy of records in the Family's file will be provided without cost. Any document not made available, after request therefore by the Family may not be used as evidence by the PHA at the hearing.

If a Family representative fails to appear at a hearing, the Hearing Officer may make a determination that the Family has waived its right to the hearing.

At the hearing, the Family and PHA may present evidence and arguments in support of this position, controvert cross-examine all witnesses whose testimony or information is relied on. Any issues may be raised by either party without regard to whether that evidences by admissible under rules of evidence employed in judicial proceedings.

The Family and the PHA shall be afforded the right to examine upon request at a reasonable time prior to the hearing a list of all witnesses who may testify on either party's behalf. The identity of any persons disclosing information to the PHA need not be disclosed unless the PHA intends to rely on such information at the hearing.

As an alternative to the informal hearing as provided in this subpart H, tenants may contest the grounds for denial of assistance in a formal legal proceeding in City Court or competent j Jurisdiction. Upon timely receipt of the notice of the institution of formal legal proceedings, the PHA shall suspend further action until the controversy is resolved, provided, however, the failure to prosecute the action in court will be deemed an unfavorable result to the complaining party. A report shall be made of the progress of the litigation at least quarterly and the case must be submitted for a decision within 12 months of the institution of suit.

Decision of the PHA Administrative Hearing Officer

The decision of the Hearing Officer shall be based solely and exclusively upon facts presented at the hearing and upon applicable PHA and Department of Housing and Urban Development

The Administrative Hearing Officer shall prepare a written decision, including a statement of the reasons for this determination and indicating the evidence relied on. This shall be done within 15 days after the date of the hearing. Copies thereof shall be mailed or delivered to the parties or their legal representatives.

The written decision of the Hearing Officer shall be maintained on file by the PHA and made available for inspection by a subsequently contesting Family or its representative.

If the decision is in favor of the Family, the PHA shall promptly take all actions necessary to carry out such decision.

#### J. Notices

Any notice required in the procedure will be sufficient if delivered to the Family in person of suitable age and discretion residing in the Family's dwelling unit, or is sent by first class mail properly addressed to the Family, postage prepaid. Any notices to the PHA will be sufficient if delivered to an employee of the PHA at its office during normal working hours or sent to the office by first class mail properly addressed, postage prepaid.

#### K. Grievance Procedure

In the event a participating Family Disputes an action of the PHA or failure to act involving interpretation or application of the PHA's regulations, policies, or approval of a proposed eviction of the Family may invoke the procedures as outlined in Section XXIII relating to appeal, to resolve the dispute. Such procedures may be invoked by filing a written request with the PHA specifying the grounds upon which the dispute is based and the action requested. Employees of the PHA will assist any Family in preparing such a written request.

## APPENDIX II.

### DEFINITION OF TERMS

Please note the definition of terms as outlined 982.4 are incorporated by reference as part of Section 8 Assisted Housing as outlined in this shall be applicable to all Assisted housing under Absorption.

In Title 24 CFR Parts 812, 813, 882, 887 and this Administrative Plan and shall apply to all Administrative Plan. The following definitions the Act.

In portability, the point at which receiving HA stops billing the initial HA for assistance on behalf of a portability family. The receiving HA uses funds available under the receiving HA consolidated ACC.

#### ACC

Annual contributions contract.

#### ACC Reserve Account

(Formally "project reserve.") Account established by HUD from amounts by which the maximum payment to the HA under the consolidated ACC (during a HA **fiscal** year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

#### Adjusted Income:

Adjusted Income means annual income less the following:

Federal Program

\$480 for each Dependent:

\$400 for any Elderly Family:

For any Family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, 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;

#### For any Elderly Family:

That has no Handicapped Assistance Expense, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income:

That 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 (3) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses:

That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and

#### Child Care Expenses.

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

#### Administrative Fee:

Fee paid by HUD to the HA for administration of the program

#### Administrative Fee Reserve:

(Formerly "operating reserve.") Account established by HA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

#### Administrative Plan:

The administrative plan describes HA policies for administration of the tenant-based programs.

#### Admissions:

The effective date of the **first** HAP contract for a family (**first** day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

#### Annual Contributions Contract: (ACC)

A written contract between HUD and an HA. Under the contract HUD agrees to provide funding for operation of the program, and the HA agrees to comply with HUD requirement for the program.

Annual Income:

Annual Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non recurring, sporadic, and exclusive of certain other types of income specified in this policy.

Annual Income includes, but is not limited to:

The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services:

The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in 2 above of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is a reimbursement of cash assets invested by the family. Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of 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;

The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including deferred periodic payments received from sources other than SS or SSI;

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see "lump sum additions" in this policy);

Welfare assistance;

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling, but see paragraph 5 in the next sub-section regarding special pay); and

Annual Income **does not include** such temporary, non-recurring or sporadic income as the following:

Temporary, non recurring or sporadic income (including gifts);

Amounts that are specifically for or in reimbursement of the cost of medical expenses for any family member;

Lump-sum 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 (but see "payments in lieu of earnings" in this policy);

Amounts of educational scholarships paid directly to the student or the educational institution, and amounts 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 are available for subsistence is to be included in income;

The special pay to a family member in the Armed Forces away from home and exposed to hostile fire;

Amounts received under training programs funded by HUD:

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

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;

Monies received for performing census data collection.

Income from employment of children (including foster children) under the age of 18 years;

Payments received for the care of foster children;

Income of a Live-in Aide, as defined in 24 CFR 913.102;

The value of any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.

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. A notice will be published in the Federal Register and

distributed to PHA's and IHA's identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of types of benefits that qualify for that exclusion, effective July 23, 1990:

Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3050(f));

The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));

Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);

Payments received under the Alaska Native Claims Settlement Act of 1973 (43 U.S.C. 1626 (a));

Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459c);

Payments or allowances made under the Department of Health and Human Services Low-income Home Energy Assistance Program (42 U.S.C. 8624(f));

Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. I 552(b));

Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);

The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);

Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (See 24 CFR 215. 1 (c)(6), 236.3(c)(6), 813.106(c)(6), and 913.106(c)(6));

Payment received after January 1, 1989, or any other fund established pursuant to @ Product Liability Litigation M.D.L. No 31

from the Agent Orange Settlement Fund the settlement in the In Re Agent Orange 8 1 (EDNY); and

Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-240, 94 Stat. 1785).

Earned income tax credit (EITC) refund payment received on or after January 1991.

Per the final rule published in the Federal Register, dated November 18, 1996, the nine exclusions to annual income are:

Resident Service Stipends - but only if it does not exceed \$200 per month

Adoption Assistance Payments - payments received for the care of adopted children that exceed \$480 per month

Full Amount of Student Financial Assistance - all amounts received from student financial assistance

Earned Income of Full-Time Students - exempts earnings in excess of \$480 for each full-time student 18 years of older

Adult Foster Care Payments - usually individuals with disabilities unrelated to the resident family who is unable to live alone

State or local training programs and training of resident management staff

State tax credits and rebates for property taxes paid on a dwelling unit

Homecare Payments - exempts amounts paid by a State agency to families that have developmentally disabled children or adult family members living at home

Applicant:

A family that has applied for admission to a program, but is not yet a participant in the program.

Budget Authority:

An amount authorized and appropriated by the Congress for payment to HA's under the program. For each funding increment in an HA program, budget authority is the maximum amount that may be paid by HUD to the HA over the ACC term of the funding increment.

Child Care Expenses:

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare, and, in the case

of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The Authority will not normally determine childcare expenses necessary when the household contains an additional unemployed adult who is physically capable of caring for children.

Contiguous MSA:

In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial HA is located.

Continuously Assisted:

An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Contract Authority:

The maximum annual payment by HUD to an HA for a funding increment.

Contract Rent:

The total amount of rent specified in the Housing Assistance Payments (HAP) Contract as payable to the owner by the family and by HUD or the HA on the Family's behalf.

Dependent:

A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full- Time Student. An unborn child shall not be considered a dependent.

Disabled Family

A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Displaced Family:

A family in which each member, or whose sole member, is a person 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.

Domicile:

The legal residence of the household head or spouse as determined in accordance with State and local law.

Drug-Related Criminal Activity:

Drug-trafficking; or Illegal use, or possession for personal use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Drug-Trafficking:

The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Effective Date:

The "effective date" of an examination or reexamination refers to (1) in the case of an examination for admission, the effective date of initial occupancy, and (2) in the case of reexamination of an existing tenant, the effective date of the re-determined Total Tenant Payment.

Elderly Family:

A family whose head or spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live in aides.

Elderly Person:

A person who is at least 62 years of age.

Fair Market Rent: (FMR)

The rent, including the cost of utilities (except telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms), and are published in the **Federal Register** in accordance with 24 CFR part 888.

Familial Status:

A single, pregnant person which is considered as a family of two people. The pregnancy requires verification from a doctor that specifies the name of the applicant and must be furnished to the HA. In addition, single persons in the process of securing custody through adoption and other means should be treated identically as a single pregnant woman but must provide evidence of a reasonable likelihood of success to be admitted for occupancy prior to obtaining custody by the following:

- Adoption agency
- Court order
- Certified legal document

Family:

Family includes but is not limited to:

- (a) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (b) An elder family;
- (c) A near-elderly family;
- (d) A disabled family;
- (e) A displaced family;
- (f) The remaining member of a tenant family; and
- (g) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Family self-sufficiency Program: (FSS Program)

The program established by an HA to promote self-sufficiency of assisted families, including the provision of supportive services (42 U.S.C. 1437uu). See 24 CFR part 984.

Family Unit Size:

The appropriate number of bedrooms for a family. Family unit size is determined by the HA under the HA subsidy standards.

Federal Preference:

A preference under federal law for admission of applicant families that are any of the following:

1. Involuntarily displaced.
2. Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
3. Paying more than 50 percent of family income for rent.

Federal Preference Holder:

An applicant that qualifies **for a** federal preference.

FMR:

Fair market rent.

A preference under federal law for admission of applicant families that are any of the following:

1. Involuntarily displaced.
2. Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
3. Paying more than 50 percent of family income for rent.

FMR Exception Rent Limit:

The Section 8 existing housing fair market rent published by HUD headquarters or any exception rent. In the voucher program the HA may adopt a payment standard up to the FMR exception rent limit.

Full-Time Student:

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma of certified program, as well as an institution offering a college degree.

Funding Increment:

Each commitment of budget authority by HUD to an HA under the consolidated annual contributions contract for the HA program.

Handicapped Assistance Expense:

Reasonable expenses that are anticipated, during the period for 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 or reimbursed by an outside source.

Head of Household:

Head of Household means the adult member of the family who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.

Housing Agency: (HA)

A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing, including an Indian Housing authority (IRA). (“PHA” and “HA” mean the same thing.)

Housing Assistance Payment:

The monthly assistance payment by an HA. The total assistance payment consists of:

1. A payment to the owner for rent to owner under the family’s lease
2. An additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing Assistance Payments Contract: (HAP Contract)

A written contract between an HA and an owner, in the form prescribed by HUD headquarters, in which the HA agrees to make housing assistance payments to the owner on behalf of an eligible family.

Housing Quality Standards: (HQS)

The HUD minimum quality standards for housing assisted under the tenant-based programs.

HUD:

The U.S. Department of Housing and Urban Development.

HUD Requirements:

HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, **Federal Register** notices or other binding program directives.

IHA:

Indian Housing Authority.

Indian:

Any person recognized as an Indian or Alaska Native by an Indian Tribe, the federal government, or any State.

Indian Housing Authority: (IHA)

A housing agency established either:

- 1) By exercise of the power of self-government of an Indian Tribe, independent of State law; or a preference under federal law for admission of applicant families that is any of the following:
- 2) Involuntarily displaced.
- 3) Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
- 4) Paying more than 50 percent of family income for rent.

The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. In the voucher program the HA may adopt a payment standard up to the FMR exception rent limit.

Initial HA:

In portability, the term refers to both:

- 1) An HA that originally selected a family that subsequently decides to move out of the jurisdiction of the selecting HA.
- 2) An HA that absorbed a family that subsequently decides to move out of the jurisdiction of the absorbing HA.

Initial Lease Term:

The initial term of the assisted lease. The initial lease term must be for at least one year.

Initial Rent to Owner:

The rent to owner at the beginning of the initial lease term.

Jurisdiction:

Mamou Housing Authority Administrative Plan

The area in which the HA has authority under State and local law to administer the program.

Lease:

- 1) A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the HA.
- 2) In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the HA. For purposes of part 982, the cooperative is the Section 8 "owner of the unit, and the cooperative member is the Section 8 "tenant".

Lease Addendum:

In the lease between the tenant and the owner, the lease language required by HUD.

Live-In-Aide:

A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (a) Is determined to be essential to the care and well being of the persons;
- (b) Is not obligated for the support of the persons; and
- (c) Would not be living in the unit except to provide the necessary supportive services.

Local Preference:

A preference used by the HA to select among applicant families without regard to their federal preference status.

Local Preference Limit:

Then percent of total annual waiting list admissions to the HA's tenant-based voucher programs. The local preference limit is used to select among applicants without regard to their federal preference status.

Low Income Family:

A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

MSA:

Metropolitan statistical area.

Medical Expense:

Medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. (Medical expenses are allowed only for elderly, disabled or handicapped households). The amount available as a deduction is that amount in excess of 3% of Annual Income after deductions for Handicapped Assistance.

Military Service:

Military service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.

Minor:

A “minor” is a person less than eighteen years of age. (An unborn child may not be counted as a minor but is counted for eligibility of a single, pregnant female.)

Monthly Adjusted Income:

One-twelfth of Adjusted Income.

Monthly Income:

One-twelfth of Annual Income. For purposes of determining priorities based on an applicant’s rent as a percentage of monthly income.

Near Elderly Family:

A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Near-Elderly Person:

A person who is at least 50 years of age but below the age of 62.

Net Family Assets:

Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investments, excluding, interests in Indian trust land and excluding equity accounts in HUD ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered as an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, the PHA shall include the value of any assets disposed of by an applicant or resident for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or resident received important consideration not measurable in dollar terms.

Operating Reserve:

Administrative fee reserve.

Owner:

Any person or entity with the legal right to lease or sublease a unit to a participant.

Participant: (Participant Family)

A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family (first day of initial lease term).

Payment Standard:

considered to be for less than fair market value if the applicant or resident received important consideration not measurable in dollar terms.

Person With Disabilities:

Person with disabilities includes the term disabled person and means a person who:

- (1) Has a disability as defined in section 223 of the Social Security Act;

- (2) Has a physical, mental or emotional impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes his or her ability to live independently; and
  - c. Is of such a nature that such ability could be improved by more suitable housing conditions; or
- (3) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (5)).

The term “person with disabilities does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Portability:

Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial HA.

Premises:

The building or complex in which the dwelling unit is located, including common areas and grounds.

Program:

The tenant-based voucher program.

Project-Based:

Rental assistance that is attached to the structure.

Public Housing Agency (PHA):

Any State, county, municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

Ranking Preference:

A preference used by the HA to select among applicant families that qualify for a federal preference.

Reasonable Rent:

A rent to owner that is not more than either: 1) Rent charged for comparable units in the private unassisted market; or 2) Rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.

Receiving HA:

In portability, an HA that receives a family selected for participation in the tenant-based program of another HA. The receiving HA issues a voucher, and provides program assistance to the family.

Rent:

For purposes of determining whether an applicant is entitled to a priority for Section 8 admission based on current rent as a percentage of monthly income, rent is defined as the actual amount due, calculated on a monthly basis, under a lease or rental agreement between a family and the family's current landlord, plus any monthly payments that a family makes toward resident purchased utilities (except telephone). In calculating a family's payments toward utilities, the Authority will use its reasonable estimate of resident-purchased utilities and other housing services that are normally included in rent; or if the family chooses, the family's average monthly utility costs, based on the family's utility bills furnished by the family, for the most recent 12-month period, or, where bills are not obtainable for the entire period, for an appropriate recent period.

For the purposes of calculating rent under this paragraph, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

Rental Voucher Program:

Voucher program.

Rent to Owner:

The monthly rent payable to the owner under the lease. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner in accordance with the lease.

Residency Preference:

An HA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

Residency Preference Area:

The specified area where families must reside to qualify for a residency preference.

Single Person:

A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a resident family.

Special Admission:

Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

Spouse:

Spouse means the husband or wife of the head of household.

Subsidy Standards:

Standards established by an HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. See definition of "family unit size".

Substandard Housing:

For purposes of determining whether an applicant is entitled to a priority for Section 8 admission based on residency in substandard housing, a dwelling unit shall be considered substandard if it:

1. Is dilapidated;
2. Does not have operable indoor plumbing;
3. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
4. Does not have a usable bathtub inside the unit for the exclusive use of a family;
5. Does not have electricity, or has inadequate or unsafe electrical service;
6. Does not have a safe or adequate source of heat;
7. Should, but does not have a kitchen; or
8. Has been declared unfit for habitation by an agency or unit of government.

For purposes of this definition, a housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding.

The defects may involve original construction or they may result from continued neglect or lack of repair or from serious damage to the structure.

For the purposes of this paragraph, an applicant who is a homeless family as defined below is living in substandard housing.

For the purposes of this paragraph, Single Room Occupancy (SRO) Housing (as defined in 24 CFR 882.102) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

Suspension:

Stopping the clock on the term of a family's voucher, for such period as determined by the HA, from the time when the family submits a request for HA approval to lease a unit, until the time when the HA approves or denies the request.

Tenant:

The person or persons (other than a Live-In Aide) who executes the lease as lessee of the dwelling unit.

Tenant-Based:

Rental assistance that is not attached to the structure.

Tenant Rent:

The amount payable monthly by the family as rent to the owner, including a PHA. Where all utilities (except telephone) and other essential housing services are supplied by the owner, the Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. In the case of a family renting only a manufactured home space, Tenant Rent equals the space rental minus the Housing Assistance Payment, as defined in the applicable program regulations.

Total Tenant Payment:

Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the higher of the following, rounded to the nearest dollar:

1. 30 percent of Monthly Adjusted Income; or
2. 10 percent of Monthly Income;

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

Utility:

The provision of general electricity, gas, heating fuel, cooking fuel, hot water, sewer, trash, range and refrigerator.

Utility Allowance:

The cost of utilities (except telephone) for an assisted unit which are not provided by the landlord but are the responsibility of the family occupying the unit is called a utility allowance. This utility allowance is based upon building type and is determined by number of bedrooms and is equal to the estimate made by the PHA or HUD, of the monthly cost of a reasonable consumption of such utilities for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Reimbursement:

In the certificate program, the amount, if any, by which any utility allowance for family-paid utilities or other housing services exceeds the total tenant payment.

Very Low-Income Family:

A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for small and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family income.

Veteran:

The term "Veteran means any person honorably discharge from the Armed Forces of the United States who served in World War I between April 6, 1917 and November 11, 1918, both dates inclusive, or in World War II on or after December 7, 1941 until final cessation of all hostilities or in the Korean Conflict, Lebanon Crisis, Berlin Crisis, Quemoy and Matsu, Taiwan Straits, Cuban Crisis, the Congo, The Dominican Republic, Vietnam and the Gulf. "Veteran" does not include a person enclosed and accepted for active training only for a period of six months or less.

Violent Criminal Activity:

Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher: (Rental Voucher)

A document issued by an HA to a family selected for admission to the voucher program. The voucher describes the program and the procedures for HA approval of a unit selected by the obligations of the family under the program.

Voucher Program:

Rental voucher program.

Waiting List Admission:

An admission from the HA waiting list.

Welfare Assistance:

Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

### **APPENDIX III.**

#### **CERTIFICATION IN CONNECTION WITH THE OPERATION OF A SECTION 8 EXISTING HOUSING PROGRAM**

*Instruction: The applicant agency must provide assurances and certify to all of the following items.*

The applicant agency hereby assures and certifies that:

- (i) It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and regulations pursuant thereto (Title 24 CFR Part 8) which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of property, the transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- (i) It will comply with Title VII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, which prohibits discrimination in housing on the basis of race, color, religion, sex or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- (i) It will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance.
- (i) In establishing the criteria for the selection of tenants, the PHA or Owner will not utilize preferences or priorities which are based on (1) the identity or location of the housing which is occupied or proposed to be occupied or (2) upon the length of time the applicant has resided in the jurisdiction. The PHA or Owner shall treat non-resident applications that are working, or have been notified that they are hired to work, in the jurisdiction as residents of the jurisdiction.
- (i) If the proposed project is to be located within the area of a local Housing Assistance Plan (HAP), the applicant will take affirmative action to provide opportunities to participate in the program to the person expected to reside in the community as a result of current or planned employment.

*April 20, 1998*  
*(Date)*

*Executive Director*  
*(Title)*

\_\_\_\_\_  
*(Signature)*

### **APPENDIX IV.**

**MAMOU HOUSING AUTHORITY**  
**BRIEFING ITEMS EXPLANATION AND PACKET**

1. Information and Explanation or Prospective Tenants
2. Housing Voucher
3. Utility Schedule
4. Voucher Lease Addendum
5. Request for Lease Approval
6. Subsidy Standard with Explanation
7. A Good Place to Live
8. Lead Base Paint Brochure
9. Housing Discrimination Complaint Form
10. Equal Opportunity Certification
11. Landlord Listing
12. Family Obligations
13. Denial or Termination of Assistance
14. Informal Hearing Procedure
15. Progress Report on Lease Approval
16. Information Sheet on Landlord
17. Model Lease

**Signature Certification:**

**I have received the packet that contains the above items. These formats were discussed with me in the briefing.**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff**

\_\_\_\_\_  
**Date**