

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

AnnualPlanforFiscalYear2002

*BOSSIERCITYHOUSING  
AUTHORITY  
BOSSIERCITY,LOUISIANA*

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOB ECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** *BossierCityHousingAuthority*

**PHANumber:** *LA-042*

**PHAFiscalYearBeginning:(mm/yyyy)** *07/2002*

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan** **NOTREQUIRED**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r) ]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

**TableofContents**

	<u>Page#</u>
<b>AnnualPlan</b>	
i. ExecutiveSummary	1
ii. TableofContents	1
1. HousingNeeds	5
2. FinancialResources	10
3. PoliciesonEligibility,SelectionandAdmissions	12
4. RentDeterminationPolicies	21
5. OperationsandManagementPolicies	26
6. GrievanceProcedures	27
7. CapitalImprovementNeeds	28
8. DemolitionandDispo sition	30
9. DesignationofHousing	31
10. ConversionsofPublicHousing	32
11. Homeownership	33

12. Community Service Programs	35
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	40
17. Asset Management	40
18. Other Information	41

### 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 Plan file, provide the filename in parentheses in the space to the right of the title.

#### Required Attachments:

<input checked="" type="checkbox"/>	Admissions Policy for Deconcentration	<a href="#">Attachment A</a>	44
<input checked="" type="checkbox"/>	FY2002 Capital Fund Program Annual Statement		59
<input type="checkbox"/>	Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)		

#### Optional Attachments:

<input type="checkbox"/>	PHA Management Organizational Chart		
<input checked="" type="checkbox"/>	FY2002 Capital Fund Program 5 Year Action Plan		65
<input type="checkbox"/>	Public Housing Drug Elimination Program (PHDEP) Plan		
<input type="checkbox"/>	Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)		
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)		
	<i>Attachment: Pet Policy</i>		53
	<i>Attachment: Resident Membership of the PHA Governing Board</i>		56
	<i>Attachment: Membership of Resident Advisory Board</i>		56
	<i>Attachment: Progress Report</i>		56
	<i>Attachment: Performance and Evaluation Report for 2000 &amp; 2001 Capital Fund Program</i>		68
	<i>Attachment: Voluntary Conversion</i>		57

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair 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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	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>
	<input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	
N/A	Section 8 rent determination (payment standard) policies <input 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
N/A	Section 8 informal review and hearing procedures <input 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
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
N/A	Most recent self - sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	942	4	4	4	2	2	4
Income > 30% but ≤ 50% of AMI	1152	4	4	4	2	2	4
Income > 50% but < 80% of AMI	1652	4	4	4	2	2	4
Elderly	262	4	4	4	2	2	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity Black	674	4	4	4	2	2	4
Race/Ethnicity American Indian	149	4	4	4	2	2	4
Race/Ethnicity Hispanic	97	4	4	4	2	2	4
Race/Ethnicity White	2809	4	4	4	2	2	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 DATA 1990**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	330		58
Extremely low income <= 30% AMI	92	28%	
Very low income (> 30% but <= 50% AMI)	238	72%	
Low income (> 50% but < 80% AMI)			
Families with children	310	94%	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	11	3%	
Families with Disabilities	9	3%	
Race/ethnicity White	18	6%	
Race/ethnicity Black	312	94%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	82	25%	
2BR	136	41%	
3BR	88	27%	
4BR	24	7%	
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units

- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)  
*Prepare application for HOPEVI funds.*

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

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

### **Need: Specific Family Types: The Elderly**

#### **Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)  
*Establish additional units for the elderly at new developments being applied for through either mixed finance opportunities or through HOPE VI application.*

### **Need: Specific Family Types: Families with Disabilities**

#### **Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

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

#### **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support 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>		
a) Public Housing Operating Fund	\$449,953.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Public Housing Capital Fund	\$900,230.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$113,924.00	
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>CGP</b>	\$731,679.00	<i>CGP Expenditures</i>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$484,200.00	<i>Operations and Maintenance</i>
<b>4. Other income (list below)</b>		
<i>Reserves</i>	\$437,400.00	<i>Reserves</i>
<b>4. Non -federal sources (list below)</b>		
<b>Total resource</b>	\$3,117,387.00	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

## A. Public Housing

Exemptions: PHA 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: **5**
- 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) *Citizenship status, Social Security Documentation, Consent*

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

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

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

### (2) Waiting List Organization

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

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

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

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

c. If the PHA plan 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 lists 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 circumstance will transfer take precedence over new admissions? (list below)

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

### Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### (5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Anytime 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) developmentsto determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or incomemixing?

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 incomemixing?

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 incomemixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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:  
*LA042-006*

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

***NOT APPLICABLE***

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

### (1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug -related activity
- Other (describe below)

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirement by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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 admission 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.PHAR entDeterminationPolicies**

[24CFRPart903.79(d)]

### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component  
4A.

#### **(1)IncomeBasedRentPolicies**

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 mandated or ydeductions and exclusions). (If selected, skip to sub -component (2))

---or---

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

b. Minimum Rent

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

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

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

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

*If the family has lost their eligibility for or is waiting on eligibility determination for a Federal, State or local assistance program; if the family would be evicted because of the encumbrance of the minimum rent requirement; if the family income has been reduced to a change in circumstances, including a loss of employment; if the family's expenses have increased due to a change in a circumstance such as education, childcare, transportation, medical expenses, or similar situations; if the family has experienced a death.*

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 circumstance/s 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)

*Income earned from children or foster children under 18, income from care of foster children or foster adults, reimbursed medical expenses for any family member, income earned by live-in aide, lump sum amounts from inheritances, insurance settlements, settlements for personal or property loss, deferred periodic amounts from supplemental security income and Social Security benefits, student financial aid, special pay to a family member serving in the Armed Forces who is exposed to hostile fire, sporadic income from temporary work (including gifts), income received, not to exceed \$200 per month, under a resident services stipend program, amounts received from HUD funded training programs, amounts received through publicly assisted programs that are for the reimbursement of out-of-pocket expenses and that are made exclusively to allow participation in a specific program, earnings to any family member who is participating in a qualified State or local job-training program (only during the duration of the training program), amounts received by a person with a disability that are disregarded for a specific time (Supplemental Security Income or PASS), compensation paid by a foreign government for claims filed by persons who were persecuted during the Nazi era, amounts received in excess of \$480 for adoption assistance of an adopted child, amount earned over \$480 by full-time students 18 years or older, not to include head of household and spouse incremental earnings*

from employment during the 12 month period following date of hire shall be excluded (with special circumstances: TANF, unemployed for one or more years, or member of FSS program), compensation by a State agency to assist with the cost of a family member with a developmental disability so that they can live at home, refunds for property taxes that were repaid on the dwelling unit, Federal benefits from Domestic Volunteer Services Act of 1973, Job Training Partnership Act, allotment of food stamps, agent or agent settlement, child care under the Child Care and Development Block Grant Act of 1990, living expenses under the Americorps Program, scholarships awarded under Title IV Work Study, earned income tax credit refund, Older Americans Act of 1965 payments, \$480 for each dependent, \$400 for elderly family or disabled family, unreimbursed medical expenses or unreimbursed attendant care (when exceeds 3% of annual income), child care expenses.

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 -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
- Anytime the family experiences an income increase *within 10 days of the change*
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- 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 *NOT APPLICABLE***

Exemptions: PHA 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)

## **5. Operations and Management**

[24CFR Part 903.79(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	437	58
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	437	0
Other Federal Programs (list individually)	N/A	N/A

### **C. Management and Maintenance Policies**

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

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

*Admissions and Continued Occupancy Policy*  
*Maintenance Policy*  
*Management Policy*

(2) Section 8 Management: (list below)

*N/A*

## **6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

Exemptions from component 6: High performing PHA s 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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant -Based Assistance**

*NOT APPLICABLE*

- 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 24CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24CFRPart903.79(g)]

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

**A. Capital Fund Activities**

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

**(1)CapitalFundProgramAnnualStatement**

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 as 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)

**(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 as 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)

**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 HOPEVI 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 Plans 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 HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

*Possibly if PHA funds allow. Board is investigating options.*

Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

*Possibly if PHA funds allow. Board is investigating options.*

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**

[24CFR Part 903.79(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:	<u>(DD/MM/YY)</u>
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24CFR Part 903.79(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>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute (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 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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

AssetManagementTable?If“yes”,skiptocomponent 11.If  
 “No”,completetheActivityDescriptiontablebelow.

<b>ConversionofPublicHousingActivityDescription</b>	
1a.Developmentname: 1b.Development(project)number:	
2.Whatisthestatusoftherequiredassessment? <input type="checkbox"/> Assessmentunderway <input type="checkbox"/> AssessmentresultssubmittedtoHUD <input type="checkbox"/> AssessmentresultsapprovedbyHUD(ifmarked,proceedtonext question) <input type="checkbox"/> Other(explainbelow)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,gotoblock5.)	
4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status) <input type="checkbox"/> ConversionPlanindevelopment <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY) <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY) <input type="checkbox"/> ActivitiespursuanttoHUD-approvedConversionPlanunderway	
5.DescriptionofhowrequirementsofSection202arebeingsatisfiedbymeans other thanconversion(selectone) <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved: <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication n (datesubmittedorapproved: ) <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIREvitalizationPlan (datesubmittedorapproved: ) <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units <input type="checkbox"/> Other:(describebelow)	

**B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937**

**C.Res ervedforConversionspursuanttoSection33oftheU.S.HousingActof 1937**

# 11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

## A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAapplied orplantoapplytoadministeranyhomeownershipprograms undersection5(h),theHOPEIprogram,orsection32ofthe U.S.HousingActof1937(42U.S.C.1437z-4).(If“No”,skip tocomponent11B;if“yes”,completeoneactivitydescription foreachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

### 2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescription tablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Part ofthedevelopment <input type="checkbox"/> Totaldevelopment

**B. Section 8 Tenant Based Assistance**

**NOT APPLICABLE**

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 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA 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 assigned? 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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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.)



- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(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 area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children  
*residents are concerned*
- 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 level of violent and/or drug -related crime
- Other (describe below)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports

- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

*LA042 -001,003,006*

**B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:(selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describewhatbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

*LA042 -001,003,006*

**C.CoordinationbetweenPHAandthepolice**

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

*LA042 -001.003.0 06*

**D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**NOT APPLICABLE**

- 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 FY2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plan and Related Regulations.

## **16. Fiscal Audit**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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 903.79(r)]

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

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

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

- Attached as Attachment (Filename)
- 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: **Bossier City**

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 need expressed in the Consolidated Plan/s.  
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other:(listbelow)

3.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

*ThePHAwillcontinuetostrivetomeetthegoalsandobjectivesoutlinedinthe consolidatedplan byaddressingtheneedsoftheverylowandlowincome familieswithinitsjurisdiction.*

**D.OtherInformationRequiredbyHUD**

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

## Attachments

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

### ***Attachment A: Deconcentration Policy***

#### **Deconcentration**

In order to achieve deconcentration of poverty and income mixing, the Housing Authority shall offer incentives for eligible families having higher incomes to occupy dwelling units in predominantly lower income projects or for eligible families having lower incomes to occupy predominantly higher income projects. Any eligible family has the absolute discretion to accept or reject the incentive such that the Housing Authority will not take any adverse action toward that family should it choose to reject the incentive. Neither shall this policy interfere with the use of site-based waiting lists. Nevertheless, the Housing Authority shall, when able, skip over that family in order to reach another family and implement the policy, since this is not considered an adverse action.



Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs havenot been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

**B. PHDEP Budget Summary**

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 -Reimbursement of Law Enforcement	
9120 -Security Personnel	
9130 -Employment of Investigators	
9140 -Voluntary Tenant Patrol	
9150 -Physical Improvements	
9160 -Drug Prevention	
9170 -Drug Intervention	
9180 -Drug Treatment	
9190 -Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

**C. PHDEP Plan Goals and Activities**

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

<b>9110 -Reimbursement of Law Enforcement</b>	<b>Total PHDEP Funding: \$</b>
---	--------------------------------

Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9120 -SecurityPersonnel</b>					<b>TotalPHDEPFunding:</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	PerformanceIndicators
1							
2.							
3.							

<b>9130 -EmploymentofInvestigators</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9140 - VoluntaryTenantPatrol</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9150 - PhysicalImprovements</b>						<b>TotalPHDEPFunding:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators

<b>9160 -DrugPrevention</b>						<b>TotalPHDEPFunding:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9170 -DrugIntervention</b>						<b>TotalPHDEPFunding:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9180 -DrugTreatment</b>						<b>TotalPHDEPFunding:\$</b>	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9190 -OtherProgramCosts</b>					<b>TotalPHDEPFunds:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

### **Section3:Expenditure/ObligationMilestones**

IndicatebyBudgetLineItemandtheProposedActivity(basedontheinformationcontainedin Section 2PHDEPPlanBudgetandGoals),the%offundsthatwillbeexpended(atleast25%ofthetotalgrant award)andobligated(atleast50%ofthetotalgrantaward)within12monthsofgrantexecution.

BudgetLine Item#	25%Expenditure ofTotalG rant FundsByActivity #	TotalPHDEP Funding Expended(sumof theactivities)	50%Obligation ofTotalGrant FundsbyActivity #	TotalPHDEP Funding Obligated(sumof theactivities)
<i>e.gBudgetLine Item#9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110				
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>				

### **Section4:Certifications**

AcomprehensivecertificationofcompliancewithrespecttothePHDEPPlan submissionisincludedinthe“PHACertificationsofCompliancewiththePHAPlan andRelatedRegulations.”

## ***Attachment C: Pet Policy***

### ***Exclusions***

This policy does not apply to animals that are used to assist persons with disabilities. Animals of assistance are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

### ***Pets In Public Housing***

The PHA allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the PHA harmless from any claims caused by an action or inaction of the pet.

### ***Approval***

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

### ***Types and Number of Pets***

The PHA will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in a aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only 1 pet per unit will be allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed 20 pounds in weight projected to full adult size.

### ***Inoculations***

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian state or local official shall be annually filed with the PHA to attest to the inoculations.

### ***Pet Deposit***

A pet deposit of \$150.00 for elderly units and \$300 for family units is required at the time of registering a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each pet.

### ***Financial Obligation of Residents***

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the PHA reserves the right to exterminate and charge the resident.

### ***Nuisance or Threat to Health or Safety***

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or PHA personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets whom a noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or nights shall be considered a nuisance.

### ***Designation of Pet Areas***

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if the PHA designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of animals of assistance, no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office in any of our sites. To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s) / (building(s)). This shall be implemented based on demand for this service.

### ***Miscellaneous Rules***

Pets may not be left unattended in a dwelling unit for over 8 hours. If the pet is left unattended and no arrangements have been made for its care, the HA will have the right to enter the premises and take the uncared-for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet beddings shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain water proof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owners shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

### ***Visiting Pets***

Pets that meet the size and type criteria outlined above may visit the projects/buildings where pets are allowed for up to two weeks without PHA approval. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

### ***Removal of Pets***

The PHA, or an appropriate community authority, shall require the removal of any pet from a project if the pet's condition is determined to be a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the PHA has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

## ***Attachment D: Resident Membership of the PHA Governing Board***

*Name of Resident Board Member: Bettie Sims*

*Method of Selection: Appointed by Honorable George Dement, Mayor of Bossier City, Louisiana*

*Term of Appointment: July 1999 through June 2004*

## ***Attachment E: Membership of Resident Advisory Board***

*Freddie Johnson, Resident Council #1  
Tonee Nance, Resident Council #3  
Clara Taylor, Resident Council #4  
Allie Bell, Resident Council #5  
Gladys Lias, Resident Council #6  
Vivian Wimberly, Resident Council #8  
Carrie Mae Harris, Resident Council #9*

***Attachment F: Progress Report***

*The PHA has made significant progress in meeting the Five -Year Plan Mission as evidenced by its attainment of High Performer Status in the last PHA Sevaluation.*

*The PHA formed a community based capital development committee to evaluate the affordable housing needs of the community and then develop local partnerships to acquire or develop properties.*

*Customer satisfaction has improved since the development of the five -year plan as evidenced by the superior RASS results.*

*An aggressive modernization program of existing properties will continue through FYE 2005. The PHA has included a significant property security upgrade program within all developments.*

*The PHA has also developed and implemented comprehensive and extensive educational, employment training, youth development, and homeownership activities and programs for all interested PHA residents.*

***Attachment G: Voluntary Conversion from Public Housing Stock;  
Required Initial Assessment***

***Component 10(B): Voluntary Conversion Initial Assessment***

- a.) How many of the PHA's developments are subject to the Required Initial Assessments? 7*
- b.) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 2*

c.) *How many Assessments were conducted for the PHA's covered developments? 5*

d.) *Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:*

<i>DEVELOPMENT NAME</i>	<i>NUMBER OF UNITS</i>

e.) *If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:*

***The Bossier City Housing Authority has reviewed its covered developments and determined that conversion is not a feasible activity at this time.***



**Attachment H: 2002 Capital Fund Budget**

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Bossier City Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P042002 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)						
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non - CFP Funds					
2	1406 Operations	\$180,046.00	\$215,855.00			
3	1408 Management Improvements	\$50,000.00	\$198,000.00			
4	1410 Administration	\$51,500.00	\$51,500.00			
5	1411 Audit	\$3,000.00	\$2,000.00			
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$47,000.00	\$48,000.00			
8	1440 Site Acquisition					
9	1450 Site Improvement	\$6,684.00	\$0.00			
10	1460 Dwelling Structures	\$410,313.00	\$310,126.00			
11	1465.1 Dwelling Equipment — Nonexpendable	\$25,000.00	\$20,000.00			
12	1470 Nondwelling Structures	\$68,000.00	\$0.00			
13	1475 Nondwelling Equipment	\$50,000.00	\$5,000.00			
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	\$4,000.00	\$2,000.00			
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$895,543.00	\$852,481.00			
22	Amount of line 21 Related to LBP Activities					

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHAName: Bossier City Housing Authority	Grant Type and Number Capital Fund Program Grant No: LA48P042002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	---	------------------------------

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs		\$150,000.00		
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: BossierCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P042002 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHAWide</i>	<i>Operations*PHASHighPerformer</i>	<i>1406</i>		<i>\$180,046.00</i>	<i>\$215,855.00</i>			
	<i>CommunityServiceCoordinator Salary/Activities</i>	<i>1408</i>		<i>\$50,000.00</i>	<i>\$48,000.00</i>			
	<i>SecurityServices</i>	<i>1408</i>		<i>\$0.00</i>	<i>\$150,000.00</i>			
	<i>Bidding,Advertising,miscellaneous,</i>	<i>1410</i>		<i>\$51,500.00</i>	<i>\$3,500.00</i>			
	<i>ModCoordinatorSalary</i>	<i>1410</i>		<i>\$0.00</i>	<i>\$48,000.00</i>			
	<i>AuditCosts</i>	<i>1411</i>		<i>\$3,000.00</i>	<i>\$2,000.00</i>			
	<i>ConsultingFees</i>	<i>1430</i>		<i>\$0.00</i>	<i>\$0.00</i>			
	<i>A/EFeesandcosts</i>	<i>1430</i>		<i>\$47,000.00</i>	<i>\$48,000.00</i>			
	<i>SiteImprovements:Sidewalks,treetrim andsod</i>	<i>1450</i>		<i>\$6,684.00</i>	<i>\$0.00</i>			

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

PHAName: BossierCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P042002 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>LA42-004</i>	<i>LA42-004-InstallHVACin4Bldgs.,8 Units: Providepestcontrol,exteriordoors, buildinglighting,waterheaters, painting,shelvingcabinets,flooring, electricalfixturesandupgradeto service,plumbingfixtures,interi or doors,dryervents/connections, structuralrepairs,porches,carpentry andgypboardrepair.  Usereplacementfundsasseedmoney</i>	<i>1460</i>		<i>\$410,313.00</i>	<i>\$202,626.00</i>			
	<i>Purchasestoves,refrigerators</i>	<i>1465.1</i>		<i>\$25,000.00</i>	<i>\$20,000.00</i>			
	<i>InstallElevator</i>	<i>1470</i>		<i>\$68,000.00</i>	<i>\$0.00</i>			
	<i>OfficeFurniture</i>	<i>1475</i>		<i>\$50,000.00</i>	<i>\$5,000.00</i>			
	<i>Relocationcosts</i>	<i>1495.1</i>		<i>\$4,000.00</i>	<i>\$2,000.00</i>			





*Attachment:FiveYearCapitalFundSummary*

**CapitalFundProgramFive-YearActionPlan**

PartI:Summary

PHAName:BossierCityHousingAuthority		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA-Wide	Year1	WorkStatementforYear2 FFYGrant: PHAFY:	WorkStatementforYear3 FFYGrant: PHAFY:	WorkStatementforYear4 FFYGrant: PHAFY:	WorkStatementforYear5 FFYGrant: PHAFY:
<i>PHAWide</i>	Annual Statement	\$744,855.00	\$744,855.00	\$744,855.00	\$744,855.00
CFPFundsListedfor5 - yearplanning	\$744,855.00	\$744,855.00	\$744,855.00	\$744,855.00	\$744,855.00
ReplacementHousing FactorFunds	\$107,626.00	\$107,626.00	\$107,626.00	\$107,626.00	\$107,626.00

CapitalFundProgramFive -YearActionPlan

**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:2 FFYGrant:2003 PHAFY:2003			ActivitiesforY ear:3 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	EstimatedCost	Development Name/Number	MajorWorkCategories	EstimatedCost
<i>See</i>	<i>PHAWide</i>	<i>Operations*PHASHighPerformer</i>	<i>\$215,855.00</i>	<i>PHAwide</i>	<i>Operations*PHASHighPerformer</i>	<i>\$215,855.00</i>
<i>Annual</i>		<i>CommunityServiceCoordinator Salary/Activities</i>	<i>\$48,000.00</i>		<i>CommunityServiceCoordinator Salary/Activities</i>	<i>\$48,000.00</i>
		<i>SecurityServices</i>	<i>\$150,000.00</i>		<i>SecurityServices</i>	<i>\$150,000.00</i>
<i>Statement</i>		<i>Bidding,Advertising</i>	<i>\$3,500.00</i>		<i>Bidding,Advertising</i>	<i>\$3,500.00</i>
		<i>ModCoordinatorSalary</i>	<i>\$48,000.00</i>		<i>ModCoordinatorSalary</i>	<i>\$48,000.00</i>
		<i>AuditCosts</i>	<i>\$2,000.00</i>		<i>AuditCosts</i>	<i>\$2,000.00</i>
		<i>A/EFeesandcosts</i>	<i>\$48,000.00</i>		<i>A/EFeesandcosts</i>	<i>\$48,000.00</i>
	<i>LA42-004</i>	<i>LA42004,InstallHVACin10units: Providepestcontrol,exteriordoors, buildinglighting,waterheaters, painting,shelvingcabinets, flooring,electricalfixturesand upgradetoservice,plumbing fixtures,interiordoors,dryer vents/connections,structural repairs,porches,carpentry andgyp boardrepair</i>	<i>\$202,650.00</i>	<i>LA42-004</i>	<i>LA42004,InstallHVACin10units: Providepestcontrol,exteriordoors, buildinglighting,waterheaters, painting,shelvingcabinets, flooring, electricalfixturesandupgradeto service,plumbingfixtures,interior doors,dryervents/connections, structuralrepairs,porches,carpentry andgypboardrepair</i>	<i>\$202,650.00</i>
		<i>UseReplacementFundstobuild newunits</i>	<i>\$107,626.00</i>		<i>Usereplacementfundstobuildnew units</i>	<i>\$107,626.00</i>
		<i>Purchasestoves andrefrigerators</i>	<i>\$20,000.00</i>		<i>Purchasestovesandrefrigerators</i>	<i>\$20,000.00</i>
		<i>OfficeFurnishings</i>	<i>\$5,000.00</i>		<i>OfficeFurnishings</i>	<i>\$5,000.00</i>
		<i>Relocationcosts</i>	<i>\$2,000.00</i>		<i>Relocationcosts</i>	<i>\$2,000.00</i>
<b>TotalCFPEstimatedCost</b>			<b><i>\$852,481.00</i></b>			<b><i>\$852,481.00</i></b>

CapitalFundProgramFive -YearActionPlan  
**PartII:SupportingPages —WorkActivities**

ActivitiesforYear:4 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:5 FFYGrant:2006 PHAFY:2006		
Development Name/Number	MajorWorkCategor ies	EstimatedCost	Development Name/Number	MajorWorkCategories	EstimatedCost
<i>PHAWide</i>	<i>Operations*PHASHighPerformer</i>	<i>\$215,855.00</i>	<i>PHAWide</i>	<i>Operations*PHASHighPerformer</i>	<i>\$215,855.00</i>
	<i>CommunityServiceCoordinator Salary/Activities</i>	<i>\$48,000.00</i>		<i>CommunityServiceCoordinator Salary/Activities</i>	<i>\$48,000.00</i>
	<i>SecurityServices</i>	<i>\$150,000.00</i>		<i>SecurityServices</i>	<i>\$150,000.00</i>
	<i>Bidding,Advertising</i>	<i>\$3,500.00</i>		<i>Bidding,Advertising</i>	<i>\$3,500.00</i>
	<i>ModCoordinatorSalary</i>	<i>\$48,000.00</i>		<i>ModCoordinatorSalary</i>	<i>\$48,000.00</i>
	<i>AuditCosts</i>	<i>\$2,000.00</i>		<i>AuditCosts</i>	<i>\$2,000.00</i>
	<i>A/EFeesandcosts</i>	<i>\$48,000.00</i>		<i>A/EFeesandcosts</i>	<i>\$48,000.00</i>
<i>LA42-003</i>	<i>LA42003,InstallHVACin10units: Providepestcontrol,exteriordoors, buildinglighting,waterheaters,painting, shelvingcabinets,floor ing,electrical fixturesandupgradetoservice,plumbing fixtures,interiordoors,dryer vents/connections,structuralrepairs, porches,carpentryandgyboardrepair</i>	<i>\$202,500.00</i>	<i>LA42-003</i>	<i>LA42003,InstallHVACin10units: Providepestcontrol,exteriordoors,building lighting,waterheaters,painting,shelving cabinets,flooring,electricalfixturesand upgradetoservice,plumbingfixtures, interiordoors,dryervents/connections, structuralrepairs,porches,carpentryand gyboardrepair</i>	<i>\$202,500.00</i>
	<i>Usereplacementfundstobuildnewunits</i>	<i>\$107,626.00</i>		<i>UseReplacementFundstobuildnewunits</i>	<i>\$107,626.00</i>
	<i>Purchasestovesandrefrigerators</i>	<i>\$20,000.00</i>		<i>Purchasestovesandrefrigerators</i>	<i>\$20,000.00</i>
	<i>OfficeFurnishings</i>	<i>\$5,000.00</i>		<i>OfficeFurnishings</i>	<i>\$5,000.00</i>
	<i>Relocationcosts</i>	<i>\$2,000.00</i>		<i>Relocationcosts</i>	<i>\$2,000.00</i>
<b>TotalCFPEstimatedCost</b>		<b>\$852,481.00</b>			<b>\$852,481.00</b>

*Attachment:PerformanceandEvaluationReportfor2000&2001CapitalFundProgram*

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHAName:</b> Bossier City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P04250100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/2001  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$180,046.00		\$180,046.00	\$180,046.00
3	1408 Management Improvements	\$60,000.00		\$32,492.99	\$32,492.99
4	1410 Administration	\$51,500.00		\$21,312.21	\$21,312.21
5	1411 Audit	\$1,500.00		\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$45,000.00		\$11,375.00	\$11,375.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$4,638.00		\$4,638.00	\$4,638.00
10	1460 Dwelling Structures	\$426,690.00		\$418,408.23	\$418,408.23
11	1465.1 Dwelling Equipment — Nonexpendable	\$45,000.00		\$28,146.00	\$28,146.00
12	1470 Nondwelling Structures	\$12,380.00		\$12,379.78	\$12,379.78
13	1475 Nondwelling Equipment	\$70,000.00		\$45,987.71	\$45,987.71
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$3,476.00		\$3,476.13	\$3,476.13
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$900,230.00		\$758,262.05	\$758,262.05
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$4,638.00		\$4,638.00	\$4,638.00

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Bossier City Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P04250100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2001 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: BossierCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P04250100 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2000			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHAWide</i>	<i>AugmentOperatingExpense</i>	<i>1406</i>		<i>\$180,046.00</i>		<i>\$180,046.00</i>	<i>\$180,046.00</i>	<i>Complete</i>
<i>PHAWide</i>	<i>CommunityServicesCoordinator&amp; ComputerUpgrades,equipment</i>	<i>1408</i>		<i>\$60,000.00</i>		<i>\$32,492.99</i>	<i>\$32,492.99</i>	<i>InProgress</i>
<i>PHAWide</i>	<i>Administration</i>	<i>1410</i>		<i>\$51,500.00</i>		<i>\$21,312.21</i>	<i>\$21,312.21</i>	<i>InProgress</i>
<i>PHAWide</i>	<i>AuditCost</i>	<i>1411</i>		<i>\$1,500.00</i>		<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>Feesandcosts</i>	<i>1430</i>		<i>\$45,000.00</i>		<i>\$11,375.00</i>	<i>\$11,375.00</i>	<i>Under Contract</i>
<i>PHAWide</i>	<i>Sidewalks,SodandTreeTrim</i>	<i>1450</i>		<i>\$4,638.00</i>		<i>\$4,638.00</i>	<i>\$4,638.00</i>	<i>Complete</i>
<i>LA42-003</i>	<i>Sheetrock,InteriorrepairandInstall HVACunits –Westside</i>	<i>1460</i>		<i>\$426,690.00</i>		<i>\$418,408.23</i>	<i>\$418,408.23</i>	<i>InProgress</i>
<i>PHAWide</i>	<i>Stovesandrefrigerators</i>	<i>1465.1</i>		<i>\$45,000.00</i>		<i>\$28,146.00</i>	<i>\$28,146.00</i>	<i>InProgress</i>
<i>PHAWide</i>	<i>MaintenanceShopExpansion</i>	<i>1470</i>		<i>\$12,380.00</i>		<i>\$12,379.78</i>	<i>\$12,379.78</i>	<i>Complete</i>
<i>PHAWide</i>	<i>VehiclesandOfficeFurnishings</i>	<i>1475</i>		<i>\$70,000.00</i>		<i>\$45,987.71</i>	<i>\$45,987.71</i>	<i>InProgress</i>
<i>LA42-003</i>	<i>RelocationCosts</i>	<i>1495.1</i>		<i>\$3,476.00</i>		<i>\$3,476.00</i>	<i>\$3,476.00</i>	<i>Complete</i>



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHAName: Bossier City Housing Authority	Grant Type and Number Capital Fund Program Grant No: LA48P04250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/2001  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$180,046.00	\$283,183.00	\$180,046.00	\$90,023.00
3	1408 Management Improvements	\$53,500.00	\$116,860.00	\$0.00	\$0.00
4	1410 Administration	\$51,500.00	\$48,000.00	\$0.00	\$0.00
5	1411 Audit	\$3,000.00	\$2,000.00	\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$47,000.00	\$47,000.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$6,684.00	\$6,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$410,313.00	\$368,500.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$25,000.00	\$20,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$68,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$46,500.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$4,000.00	\$4,000.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$895,543.00	\$895,543.00	\$180,046.00	\$90,023.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHAName:</b> Bossier City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P04250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2001 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
24	Amount of line 21 Related to Security – Soft Costs		\$64,360.00			
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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

PHAName: BossierCityHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P04250101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHAWide</i>	<i>Operations*PHASHighPerformer</i>	<i>1406</i>		<i>\$180,046.00</i>	<i>\$283,183.00</i>	<i>\$180,046.00</i>	<i>\$90,023.00</i>	
<i>PHAWide</i>	<i>CommunityServiceCoordinatorSalary/Activity</i>	<i>1408</i>		<i>\$50,000.00</i>	<i>\$45,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>ComputerUpgrades</i>	<i>1408</i>		<i>\$3,500.00</i>	<i>\$7,500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>SecurityOfficers</i>	<i>1408</i>		<i>\$0.00</i>	<i>\$64,360.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>Bidding,advertising,miscellaneous,ModCoordSalary</i>	<i>1410</i>		<i>\$51,500.00</i>	<i>\$48,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>AuditC osts</i>	<i>1411</i>		<i>\$3,000.00</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>A/EFeesandcosts</i>	<i>1430</i>		<i>\$47,000.00</i>	<i>\$47,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>SiteImprovement</i>	<i>1450</i>		<i>\$6,684.00</i>	<i>\$6,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>LA42-004,14units: Providepestcontrol,exteriordoors, buildinglighting,waterheaters, painting,shelving,cabinets,flooring, electricalfixtures,interiordoors,dryer vents/connections,structuralrepairs, porches,carpentryandgyboard repairs</i>  <i>LA42-003,12units: CentralA/C</i>	<i>1460</i>		<i>\$410,313.00</i>	<i>\$368,500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Bossier City Housing Authority			Grant Type and Number Capital Fund Program Grant No: LA48P04250101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHAWide</i>	<i>Stoves and refrigerators</i>	<i>1465.1</i>		<i>\$25,000.00</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>Install Elevator</i>	<i>1470</i>		<i>\$68,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>PHAWide</i>	<i>Vehicles and Office Furniture</i>	<i>1475.1</i>		<i>\$46,500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<i>LA42-003</i>	<i>Relocation costs</i>	<i>1495.1</i>		<i>\$4,000.00</i>	<i>\$4,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHAName: Bossier City Housing Authority		Grant Type and Number Capital Fund Program No: LA48P04250101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<i>PHAWide</i>	<i>09/30/2003</i>			<i>09/30/2004</i>			



*In the deficiency letter received Bossier City Housing Authority was asked to provide relevant information to show the agency has planned out the future use of Capital Funds, in addition it was recommended that BCHA review REAC Physical Condition Report for FYE6/30/01.*

*In response to this, the BCHA did not have a Physical Inspection for FYE6/30/01 because of its high performer status. The last inspection was for FYE6/30/00. All health and safety deficiencies from that inspection have been corrected.*

*The BCHA has planned the future use of its Capital Funds based on the need to remodel the housing inventory. In the Five -Year Plan it lists that BCHA plan to remodel a stated number of units per year in addition to adding Central Air Conditioning. These work items listed are the current priority of the Bossier City Housing Authority.*

*In response to the statement that there are excessive funds budgeted in account 1475 for vehicles and office furniture. This line item in the 2002 grant has been reduced to \$5,000.00 for office furniture.*

*Installation of the elevator in the Administrative Building has been completely removed from the Capital Fund Budget.*

*In response to the excessive A&E costs, I am attaching a response from our Architectural Firm for your review. The BCHA does not feel that the fees are excessive.*

June 17, 2002

Mr. Bill Hensley, Executive Director  
Bossier City Housing Authority  
PO Box 5666  
Bossier City, LA 71171

Re: A/E Fees on Modernization work

Dear Mr. Hensley:

I am writing in response to the letter you received from HUD dated June 7, 2002 regarding A/E fees.

First, regarding our fees on the 2000 contract. This fee of \$52,500 included performing a complete physical needs assessment of all developments, not just the modernization work. The portion of the fee allocated to the physical needs assessment was \$10,000, leaving \$42,500 for the comprehensive modernization work. We estimated the work to cost \$435,000 when establishing our lump sum fee. This equates to a 9.75% fee, well within the fee guidelines HUD has established. This work was very engineering and labor intensive and complex in scope.

The contract for the 2001 contract was \$45,000 on a budget of \$400,000. This fee is 11.25% and includes a new comprehensive modernization of Project 004. Again, this is a very labor-intensive project in terms of scope and complexity, for both the drawing phase and the construction administration phase. This is the first phase of this modernization. Future phases would reflect a lower fee due to some repetitiveness.

Our office has been advised in the past by HUD that architectural fees in the range of 6% to 12% are acceptable, depending on the scope and complexity of the work. We always do a fee analysis as required by HUD to base our fee on estimated hours in establishing a lump sum fee. We believe we have worked well within that range.

Sincerely,

SGB Architects, LLP

Arthur J. Schuldt, Jr., AIA, NCARB

AJS/ajs