

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

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# PHA Plans

5 Year Plan for Fiscal Years  
Annual Plan for Fiscal Year **2008**

## *Morgan City Housing Authority* *Morgan City, Louisiana*

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

**PHA Plan  
Agency Identification**

**PHA Name:** *Morgan City Housing Authority*

**PHA Number:** *LA036, LA221*

**PHA Fiscal Year Beginning: (mm/yyyy)** *10/2008*

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2008**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the Morgan City Housing Authority is to promote adequate and affordable housing, economic opportunity and a suitable environment without discrimination for low income, very low-income families, for the elderly and for persons with disabilities, through its Public Housing and Section 8 Programs.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: *By 20%*
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) *Strive to achieve 100%*
  - Improve voucher management: (SEMAP score) *Strive to achieve 100%*
  - Increase customer satisfaction: *Reactivate Resident Council & supply program for residents.*
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: *In a timely manner.*
  - Demolish or dispose of obsolete public housing: *Begin Demolition of select buildings.*
  - Provide replacement public housing: *Replace demolished building with mixed income housing.*
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices
- Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords: *MCHA will hold informational meetings.*
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *Develop mixed income housing site.*
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: *Develop Neighborhood watch & work closely with police.*
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - Increase the number and percentage of employed persons in assisted families: *Projected increase of 20%.*
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *Housing Application*
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: *All units are safe, decent & sanitary*
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *504 Compliance*
  - Other: (list below)

*Other goals and objectives developed by the Morgan City Housing Authority are designed to accomplish the mission stated above in a professional and fiscally prudent manner as follows:*

***Goal One: Increase the availability of decent, safe and sanitary rental housing that is affordable for lower income families***

***Objectives:***

- 1. The MCHA shall develop a marketing strategy to effectively communicate to the community the availability of the decent, safe and sanitary affordable rental housing available in its public housing developments.*
- 2. The MCHA will maintain a waiting list of sufficient size and process applicants in order to reduce vacancies and readily fill units as they become vacant.*
- 3. The MCHA will develop partnerships with other housing providers to coordinate efforts to promote improvements in decent, safe and sanitary rental housing*
- 4. Enhance the marketability of the Housing Authority's public housing units by achieving proper curb appeal by improving its landscaping, keeping its grass cut, making the properties litter free and other actions.*
- 5. Reduce the number of vacant units by delineating a vacancy reduction plan to include the utilization of maintenance staff and outside contractors.*

***Goal Two: To improve the quality of assisted housing programs managed by the PHA***

***Objectives:***

- 1. The MCHA shall develop new strategies to improve the quality of its public housing developments through improved methods to monitor and manage the fiscal resources available to the HA (PHAS)*
- 2. The MCHA shall continue with efforts to improve voucher management and fiscal accountability of the Section 8 Program. (SEMAP)*

***Goal Three: To improve the quality of life for its residents and to increase resident/community participation in programs of the Morgan City Housing Authority***

***Objectives:***

- i) Increase resident participation in the resident council by 40% by June 30, 2008*
- ii) The MCHA shall continue to pursue funding available to provide for drug elimination and prevention programs to combat crime in its developments and shall reduce crime in its developments by June 30, 2008.*

***Goal Four: The Morgan City Housing Authority shall promote self-sufficiency and asset development in its residents.***

***Objectives:***

- (i) The Morgan City Housing Authority shall establish liaison committee of residents with other housing agencies to broaden access to programs that may provide economic opportunities and otherwise benefit the PHA's residents.*
- (ii) The Morgan City Housing Authority shall continue to work with the City of Morgan City and other entities to establish and develop a first-time buyer homeownership program for lower income families.*
- (iii) The Morgan City Housing Authority shall encourage movement to employment and expand employment by implementing such measures as modifying rent increases and employment of ceiling and flat rents to remove disincentives for employment.*

***Goal Five: The Morgan City Housing Authority will stabilize it's board and administrative functions through proper training and screening of board members and staff; continually revise it's organization chart and operational procedures to best use available financial and staff resources to maximize team work and foster a friendly, customer-service orientated professional office; maximize training resources through using existing Civil Service Training resources for staff members to enhance knowledge in all areas of the organization; and any other methods that may be required.***

***Objectives:***

- (1) The Administration will work with the Mayor's office to develop a job description for board members along with a Memorandum of Agreement for each appointed member to serve in the best interest of the program, following HUD Rules and Regulations.*

- (2) *The Administration will employ methods of selection of new staff members through existing Civil Service Rules and Regulation, employing such individuals as it may deem necessary to administer the Low-Rent Program and Section 8 Program.*
- (3) *The Administration will strictly enforce its existing personnel policy to ensure equal work for equal pay in accordance with Civil Service Standards.*
- (4) *The Board will gain maximum training opportunities through HUD Field Office, NAHRO, PHADA and through mentorship with other similar sized housing authorities, including: St. James Parish Housing Authority, St. John the Baptists Housing Authority, Jefferson Parish Housing Authority.*
- (5) *The Board will strictly adhere to Louisiana State Constitution and HUD Rules and Regulations as it relates to their roles as board members.*
- (6) *The Board will remain in weekly contact with Executive Director to ensure an amicable relationship is fostered and to ensure thorough understanding of agency operations.*

**Annual PHA Plan**  
**PHA Fiscal Year 2008**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

[Morgan City Housing Authority Executive Summary](#)

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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## Attachments

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

### Required Attachments:

<input checked="" type="checkbox"/>	Admissions Policy for Deconcentration	38
<input checked="" type="checkbox"/>	FY <b>2008</b> Capital Fund Program Annual Statement ( <i>Attachment "A"</i> )	39
<input type="checkbox"/>	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) <i>LA036v01 – 2008 Budget, LA221v01 – 2008 Budget</i>	
<input checked="" type="checkbox"/>	Pet Policy ( <i>Attachment "C"</i> )	45
<input checked="" type="checkbox"/>	Resident Member on the PHA Governing Board ( <i>Attachment "G"</i> )	57
<input checked="" type="checkbox"/>	Member of the Resident Advisory Board ( <i>Attachment "H"</i> )	58
<input checked="" type="checkbox"/>	Performance and Evaluation Reports ( <i>Attachment "J"</i> )	60
<input checked="" type="checkbox"/>	Grievance Policy ( <i>Attachment "F"</i> )	53
<input checked="" type="checkbox"/>	Voluntary Conversion from Public Housing Stock	

### Optional Attachments:

<input checked="" type="checkbox"/>	PHA Management Organizational Chart ( <i>Attachment "E"</i> )	52
<input checked="" type="checkbox"/>	FY <b>2008</b> Capital Fund Program 5 Year Action Plan ( <i>Attachment "B"</i> )	42
<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 type="checkbox"/>	Other(List below, providing each attachment name)	
	Executive Summary ( <i>Attachment "D"</i> )	46
	Board Resolution # 576 ( <i>Attachment "L"</i> )	73
	Mod Rehab units ( <i>Attachment "M"</i> )	74
<input checked="" type="checkbox"/>	Housing Needs and PHA Strategy	
<input checked="" type="checkbox"/>	Progress Report ( <i>Attachment "J"</i> )	60
<input checked="" type="checkbox"/>	Community Service Requirements ( <i>Attachment "T"</i> )	59
<input checked="" type="checkbox"/>	Deconcentration Policy ( <i>Attachment "K"</i> )	38
	<i>Violence Against Women Act (Attachment "M")</i>	46
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## 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 jurisdictions 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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Si-ze	Loca-tion
Income <= 30% of AMI	38	5	5	3	1	5	2
Income >30% but <=50% of AMI	92	4	5	6	1	5	2
Income >50% but <80% of AMI	49	3	3	3	1	4	2
Elderly	18	5	4	3	1	3	2
Families with Disabilities	8	4	3	3	1	3	2
White	65	3	2	3	1	3	2
Black	108	5	5	3	1	5	2
Hispanic	0	0	0	0	0	0	0
Race/Ethnicity	0	0	0	0	0	0	0

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)

## 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	<b>84</b>		<b>30</b>
Extremely low income <=30% AMI	<b>70</b>	<b>83.33%</b>	
Very low income (>30% but <=50% AMI)	<b>14</b>	<b>16.67%</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>0.00%</b>	
Families with children	<b>61</b>	<b>72.62%</b>	
Elderly families	<b>3</b>	<b>3.57%</b>	
Families with Disabilities	<b>9</b>	<b>10.71%</b>	
White	<b>15</b>	<b>17.86%</b>	
Black	<b>68</b>	<b>80.95%</b>	
Hispanic	<b>1</b>	<b>1.19%</b>	
Race/ethnicity	<b>0</b>	<b>0.00%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>33</b>	<b>39.28%</b>	
2 BR	<b>38</b>	<b>45.24%</b>	
3 BR	<b>13</b>	<b>15.48%</b>	
4 BR			
5 BR			
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			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<i>37</i>		<i>12</i>
Extremely low income <=30% AMI	<i>27</i>	<i>73%</i>	
Very low income (>30% but <=50% AMI)	<i>10</i>	<i>27%</i>	
Low income (>50% but <80% AMI)	<i>0</i>	<i>0%</i>	
Families with children	<i>27</i>	<i>73%</i>	
Elderly families	<i>1</i>	<i>3%</i>	
Families with Disabilities	<i>9</i>	<i>24%</i>	
White	<i>11</i>	<i>30%</i>	
Black	<i>24</i>	<i>65%</i>	
Hispanic	<i>2</i>	<i>5%</i>	
Race/ethnicity	<i>0</i>	<i>0</i>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<i>10</i>	<i>27%</i>	
2 BR	<i>15</i>	<i>41%</i>	
3 BR	<i>10</i>	<i>27%</i>	
4 BR	<i>2</i>	<i>5%</i>	
5 BR			
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-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment  
For Public Housing
- Apply for special-purpose vouchers targeted to the elderly, 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 needs**

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

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

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

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

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

**(2) Reasons for Selecting Strategies**

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

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

Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	\$876,948.00	
b) Public Housing Capital Fund	\$546,684.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$243,058.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (<u>unobligated funds only</u>) (list below)</b>		
<i>2006 Capital Fund</i>	\$452,067.00	
<i>2007 Capital Fund</i>	\$540,138.00	
<b>3. Public Housing Dwelling Rental Income</b>	\$372,960.00	
<i>Excess Utilities</i>	\$112,060.00	
<b>4. Other income (list below)</b>		
<i>Interest Earned</i>	\$2,370.00	
<i>Tenant Charges</i>	\$35,800.00	
<i>Non-Dwelling Rent</i>	\$25,170.00	
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,207,255.00</b>	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: ( 2 )
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe). *Upon completion of the application, a prompt decision of initial eligibility or ineligibility will be made.*

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) *Sex Offender Registry.*

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

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

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

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

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? **0**
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

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

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

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

Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8 –

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below) *State Sex Offender Registry*
- 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: *Documented Medical Reasons*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

- (i) *When through no fault of their own, the family has lost eligibility for or is awaiting an eligibility determination for Federal, State or Local assistance programs.*
- (ii) *When through no fault of their own, the income of the family has been substantially decreased (50% or more) because of loss of employment or extraordinary changed circumstances;*

- (iii) *When through no fault of their own, the family has an increase in expenses because of extraordinary changed circumstances, such as for medical costs, extraordinary transportation costs, job related education expenses, or similar items.*
- (iv) *When a death has occurred in the immediate family or a parent of the head of household or that of the spouse.*

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **10%**
- Other (list below) *Any time there is a fluctuation in income either up or down*

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) *MCHA has established Flat Rents at Shannon, Dixie and Jacquet Homes at higher of the ceiling rent or 65% of the Fair Market Rent (FMR) as published by HUD for St. Mary Parish Section 8 Agencies See Attached Board Resolution #576 (Attachment "L") Approving Updated Flat Rents Resolutions*

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

- (v) *When through no fault of their own, the family has lost eligibility for or is awaiting an eligibility determination for Federal, State or Local assistance programs.*
- (vi) *When through no fault of their own, the income of the family has been substantially decreased (50% or more) because of loss of employment or extraordinary changed circumstances;*
- (vii) *When through no fault of their own, the family has an increase in expenses because of extraordinary changed circumstances, such as for medical costs, extraordinary transportation costs, job related education expenses, or similar items.*
- (viii) *When a death has occurred in the immediate family or a parent of the head of household or that of the spouse.*

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

– List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	200	30
Section 8 Vouchers	85	10
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

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

*Admissions and Continued Occupancy Policy*

- (2) Section 8 Management: (list below)

*Administrative Plan*

- (3) Maintenance Plan

*Adopted 9/19/2006*

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

*ATTACHMENT "F" applies to both Public Housing and Section 8*

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

#### B. Section 8 Tenant-Based Assistance –

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

The Capital Fund Program Annual Statement is provided below: **ATTACHMENT "A"**

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment: **ATTACHMENT "B"**

-or-

The Capital Fund Program 5-Year Action Plan is provided below:

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

### **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C.

1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

## Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
 Preference/eligibility for public housing homeownership option participation  
 Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

*Tori attended the October training and Tori & Diana attended an additional training in January, 2008. Before putting together the Action Plan, Tori contacted all outreach programs in the area and none would respond. Our other problem is that we have no tenants on "welfare", which the program is geared toward. We are putting together an Action Plan but is not yet in place.*

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

*LA036-001 (Shannon Homes); 002 (Joe Ruffin Homes), 003 (Jacquet Homes), 004, 005 (Brownell Homes)*

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

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

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

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

*LA036-001 (Shannon Homes); 002 (Joe Ruffin Homes), 003 (Jacquet Homes), 004, 005 (Brownell Homes)*

#### **C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below) *Police Sub-Station being planned*

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

*LA036-001 (Shannon Homes); 002 (Joe Ruffin Homes), 003 (Jacquet Homes), 004, 005 (Brownell Homes)*

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

***ATTACHMENT "C"***

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

- 1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (listbelow)
- 3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

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) *Appointed by Mayor of the City of Morgan City*

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) *Appointed by Mayor of the City of Morgan City*

### **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: (provide name here)

---

*State of Louisiana*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

*The PHA will continue to strive to meet the needs of the very low and low-income families in its jurisdiction consistent with the needs addressed in the Consolidated Plan*

**D. Other Information Required by HUD**

**Criteria for Substantial Deviations and Significant Amendments**

**(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

*Any change to Mission Statement such as:*

- ✓ *50% deletion from or addition to the goals and objectives as a whole.*
- ✓ *50% or more decrease in the quantifiable measurement of any individual goal or objective*

b. Significant Amendment or Modification to the Annual Plan

- ✓ *50% variance in the funds projected in the Capital Fund Program Annual Statement*
- ✓ *Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement*
- ✓ *Any change in a policy or procedure that requires a regulatory 30-day posting*
- ✓ *Any submission to HUD that requires a separate notification to residents, such as HOPE VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership Programs*
- ✓ *Any change inconsistent with the local, approved Consolidated Plan*

## Attachments

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

### **ATTACHMENT “K” – Deconcentration Policy**

*It is Morgan City Housing Authority’s Policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.*

*The Morgan City Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income families will not be steered towards higher income developments.*

*Prior to the beginning of each fiscal year, the PHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which its developments are located and the income levels of the families on the waiting list. Based in this analysis, the PHA will determine the level of marketing strategies and deconcentration incentives to implement.*

#### **DECONCENTRATION INCENTIVES:**

*The Morgan City Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development*

*Various incentives may be used at different times or under different conditions, but will always be provided in a consistent and non-discriminatory manner.*

## PHA Plan Table Library

### ATTACHMENT "A" Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>MORGAN CITY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <i>LA48P036501-08</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2008</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <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	<i>\$54,668.00</i>			
3	1408 Management Improvements	<i>\$44,432.00</i>			
4	1410 Administration				
5	1411 Audit	<i>\$12,000.00</i>			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<i>\$16,000.00</i>			
8	1440 Site Acquisition				
9	1450 Site Improvement	<i>\$45,000.00</i>			
10	1460 Dwelling Structures	<i>\$277,800.00</i>			
11	1465.1 Dwelling Equipment—Nonexpendable	<i>\$61,000.00</i>			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	<i>\$35,784.00</i>			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<i>\$546,684.00</i>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	<i>\$209,800.00</i>			
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**

PHA Name: <i>MORGAN CITY HOUSING AUTHORITY</i>		Grant Type and Number Capital Fund Program Grant No: <i>LA48P036501-08</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>2008</i>			
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>PHA Wide</i>	<i>Operations</i>	<i>1406</i>		<i>\$54,668.00</i>				
<i>PHA Wide</i>	<i>E.D Staff Training</i>	<i>1408</i>		<i>\$44,432.00</i>				
<i>PHA Wide</i>	<i>Audit</i>	<i>1411</i>		<i>\$12,000.00</i>				
<i>PHA Wide</i>	<i>A&amp;E Fees and Costs</i>	<i>1430</i>		<i>\$16,000.00</i>				
<i>LA036-004</i>	<i>Replace sanitary sewer laterals</i>	<i>1450</i>		<i>\$45,000.00</i>				
<i>LA036-001</i>	<i>Sidewalks, Ramps &amp; Rails; Bricks, Siding &amp; soffits</i>	<i>1460</i>		<i>\$41,492.00</i>				
<i>LA036-002</i>	<i>Sidewalks, Ramps &amp; Rails; Bricks &amp; Siding</i>	<i>1460</i>		<i>\$46,560.00</i>				
<i>LA036-003</i>	<i>Sidewalks, Ramps &amp; Rails; Bricks &amp; Siding</i>	<i>1460</i>		<i>\$67,040.00</i>				
<i>LA036-004</i>	<i>Sidewalks, Ramps &amp; Rails; Bricks &amp; Siding</i>	<i>1460</i>		<i>\$80,160.00</i>				
<i>LA036-005</i>	<i>Sidewalks, Ramps &amp; Rails; Bricks &amp; Siding</i>	<i>1460</i>		<i>\$42,548.00</i>				
<i>PHA Wide</i>	<i>Update Dwelling Equipment</i>	<i>1465</i>		<i>\$61,000.00</i>				
<i>PHA Wide</i>	<i>Update Non-Dwelling Equipment</i>	<i>1475</i>		<i>\$35,784.00</i>				

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

PHA Name: <i>Morgan City Housing Authority</i>		Grant Type and Number Capital Fund Program No: <i>LA48P036501-08</i> Replacement Housing Factor No:				Federal FY of Grant: <i>2008</i>	
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>PHA Wide</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			
<i>LA036-001</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			
<i>LA036-002</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			
<i>LA036-003</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			
<i>LA036-004</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			
<i>LA036-005</i>	<i>6/12/2010</i>			<i>6/12/2012</i>			

**ATTACHMENT "B"**

**Capital Fund Program 5-Year Action Plan**

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

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
<b>PHA Name:</b> <i>Morgan City Housing Authority</i>				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
<b>Development Number/Name/HA-Wide</b>	<b>Year 1</b>	<b>Work Statement For Year 2</b>	<b>Work Statement For Year 2</b>	<b>Work Statement For Year 2</b>	<b>Work Statement For Year 2</b>
		FFY Grant: <i>2008</i> PHA FY:	FFY Grant: <i>2009</i> PHA FY:	FFY Grant: <i>2010</i> PHA FY:	FFY Grant: <i>2011</i> PHA FY:
	<b>Annual Statement</b>				
<i>PHA Wide</i>		<i>\$148,500.00</i>	<i>\$148,500.00</i>	<i>\$155,000.00</i>	<i>\$155,000.00</i>
<i>LA036-001</i>		<i>\$15,400.00</i>	<i>\$65,000.00</i>	<i>\$21,000.00</i>	<i>\$19,000.00</i>
<i>LA036-002</i>		<i>\$11,100.00</i>	<i>\$32,300.00</i>	<i>\$15,000.00</i>	<i>\$13,500.00</i>
<i>LA036-003</i>		<i>\$14,000.00</i>	<i>\$71,100.00</i>	<i>\$13,500.00</i>	<i>\$11,300.00</i>
<i>LA036-004</i>		<i>\$222,684.00</i>	<i>\$217,584.00</i>	<i>\$307,184.00</i>	<i>\$301,884.00</i>
<i>LA036-005</i>		<i>\$135,000.00</i>	<i>\$12,200.00</i>	<i>\$35,000.00</i>	<i>\$46,000.00</i>
<b>CFP Funds Listed For 5-year Planning</b>		<i>\$546,684.00</i>	<i>\$546,684.00</i>	<i>\$546,684.00</i>	<i>\$546,684.00</i>
<b>Replacement Housing Factor Funds</b>					

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year: <b>2</b> FFY Grant: <b>2009</b> PHA FY:			Activities for Year: <b>3</b> FFY Grant: <b>2010</b> PHA FY:		
	Development Name/ Number	Major Work Categories	Estimated Cost	Development Name/ Number	Major Work Categories	Estimated Cost
See Annual Statement	PHA Wide	Operations	\$91,000.00	PHA Wide	Operations	\$91,000.00
	PHA Wide	ED & Staff training	\$10,000.00	PHA Wide	ED & Staff training	\$10,000.00
	PHA Wide	A&E Fees & Costs	\$54,000.00	PHA Wide	A&E Fees & Costs	\$54,000.00
	LA036-001	Kitchen Repairs, cabinets, plumbing & floors	\$21,000.00	LA036-001	Replace flooring, plumbing, & soffit work on selected units.	\$19,000.00
	LA036-002	Kitchen Repairs, cabinets, plumbing & floors	\$15,000.00	LA036-002	Replace flooring, plumbing, & soffit work on selected units.	\$13,500.00
	LA036-003	Kitchen Repairs, cabinets, plumbing & floors	\$13,500.00	LA036-003	Replace flooring, plumbing, & soffit work on selected units.	\$11,300.00
	LA036-004	Kitchen Repairs, cabinets, plumbing & floors	\$307,184.00	LA036-004	Plumbing, sewer & soffit work at selected sites.	\$301,884.00
	LA036-004	Kitchen Repairs, cabinets, plumbing & floors	\$35,000.00	LA036-005	Plumbing, sewer & soffit work at selected sites.	\$46,000.00
<b>Total CFP Estimated Cost</b>			<b>\$546,684.00</b>			<b>\$546,684.00</b>



## **ATTACHMENT “C”:** **MORGAN CITY HOUSING AUTHORITY PET POLICY**

### *1. General*

*In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the PHA has adopted a policy to permit residents to own and keep one or more common household pets; the number being limited by type and size. Animals that are an auxiliary for persons with a disability are excluded from this policy. This policy is in the form of an agreement that must be signed between the resident and PHA hereafter, which sets out all rules and requirements for keeping a pet. The ownership of common household pets are subject to the following rules and limitations:*

### *2. Types of Pets*

*Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodent, fish or turtle. Birds include Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted. Fish in tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted. Dogs are not to exceed 25 lbs. weight, or 15 inches in height at full growth. Dogs must be spayed or neutered. Pit Bulls, Dobermans, German Shepherds, Rottweiler, or similar type dogs are not permitted. Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed 15 pounds. Rodents other than hamsters, gerbils, and Guinea pigs are not considered common household pets – and are not allowed. Hamsters, gerbils, and Guinea pigs must be kept in appropriate cages. Reptiles other than small lizards such as chameleons are not considered common household pets. Exotic pets such as iguanas, monkeys, game pets, snakes, alligators, turtles, and other reptiles are prohibited.*

### *3. Miscellaneous Provisions*

*All dogs and cats will need to be on a leash, tied up, or otherwise restrained at all times when they are outside. Neither dogs nor cats shall be permitted to run loose. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner’s apartment for the purpose of handling, but shall not generally be unrestrained. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, PHA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.*

*All pets shall be inoculated and licensed in accordance with the applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).*

*All pets shall be registered with the Management Office immediately or no longer than ten (10) days following their introduction to the community. Registration shall consist of payment of an additional security deposit of \$100.00 for dogs or cats, plus basic information about the pet (type, age, description, name, etc.), proof of inoculation and licensing, and proof of neutering or spaying.*

*Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the PHA from all claims, causes of action damages or expenses, including attorney’s fees, resulting from the action or the activities of his or her pet.*

**ATTACHMENT “D”:**  
***Executive Summary of the Annual PHA Plan***

*Morgan City Housing Authority Executive Summary*

*On October 30, 2006 the City of Morgan City Housing Authority submitted a 2006 PHA Plan, Revision 2 with the corrected deficiencies recommended by HUD. The Plan was approved for use by both MCHA Board of Commissioners and the Department of Housing and Urban Development. In less than ninety (90) days, the Executive Director resigned and left the Authority with a new Plan and direction – but no one to carry out any portion of the Turnaround and Rehab Plans.*

*A new Executive Director, who was hired April 17, 2007, has reviewed the Annual Plan as well as the Revision 2 Plan and has determined them to be feasible with some modifications.*

*First, the Modification Plan has been divided into two sections: (a) The Unit needing to be turned, which consists of approximately fifty (50) units. These units have first priority to be turned and place back on the market. (b) The second group is known as the MOD List. There are approximately one hundred (100) units on this list. These units are in need of major repairs and replacements in order to make them livable. Bids will be requested from contractors to renovate these units. The estimated cost for renovation will only allow MCHA to fund approximately 20 units per year. The average cost to renovate per unit is between \$16,000.00 and \$75,000.00. It is estimated to take several years to turn these units back over to Housing Management for rentals.*

*See Attachment “D1” showing the timeline for tentative dates of completing the Unit Turnaround List.*

*See Attachment “D2” showing the timeline for tentative dates of completing the MOD List.*

*All units being renovated or turnaround performed will be under the new “AMP” funding designations.*

**Required Attachment B: Violence Against Women**

*The PHA will protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking; as well as members of the victims’ immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim.*

**ATTACHMENT "DI" Unit Turn Around Data Tracking  
Fiscal Year October 2006 – September 2008**

**PART A**

**VACANCIES**

UNIT/ADDRESS	DATE MOVE OUT INSPECTION	DATE GIVEN TO MAINT FOR REPAIRS	DOWN TIME	DATE GIVEN FOR VANCANCY TURNAROUND	DATE FINAL INSPEC T	MAKE READ Y TIME	DATE TURNED AROUND OR GIVEN BACK	DATE LEASE D	LEASE UP DAYS	TOTAL VACANT DAYS
161 CANARY ST	3/28/07	3/28/07	1	Oct. 2 <sup>nd</sup> Wk.		94				95
174 MALLARD ST.	11/16/06	11/16/06	1	Oct 2 <sup>nd</sup> Wk.		226				227
175 MALLARD ST.	10/12/06	10/12/06	1	Oct 2 <sup>nd</sup> Wk.		261				262
176 MALLARD ST.	11/6/06	11/6/06	1	Oct 2 <sup>nd</sup> Wk.		236				236
178 MALLARD ST.	11/6/06	11/6/06	1	Oct 2 <sup>nd</sup> Wk.		236				236
179 MALLARD ST.	12/28/06	12/28/06	1	Oct. 3 <sup>RD</sup> Wk.		184				185
181 MALLARD ST.	12/12/06	10/12/06	1	Oct. 3 <sup>RD</sup> Wk.		261				262
187 MALLARD ST.	11/30/06	11/30/06	1	Oct. 3 <sup>RD</sup> Wk.		212				213
192 MALLARD ST.	11/16/06	11/16/06	1	Oct. 3 <sup>RD</sup> Wk.		226				227
223 WREN ST.	2/26/07	2/26/07	1	Oct. 3 <sup>RD</sup> Wk.		124				125
234 ROBIN ST.	3/20/07	3/27/06	7	Oct. 4 <sup>TH</sup> Wk.		95				102
241 ROBIN ST.	6/8/07	6/8/07	1	Oct. 4 <sup>TH</sup> Wk.		22				23
243 ROBIN ST.	1/22/07	1/22/07	1	Oct. 4 <sup>TH</sup> Wk.		159				160
253 ORIOLE ST	9/13/04	9/13/04	1	Oct. 4 <sup>TH</sup> Wk.		1020				1021
258 WREN ST	3/23/07	3/26/07	3	Oct. 4 <sup>TH</sup> Wk.		96				99
<b>BROWNELL (5)</b>										
289 MALLARD	8/30/06	8/30/06	1	Nov 1 <sup>st</sup> Wk.		304				305
295 MALLARD ST.	4/7/06	4/7/06	1	Nov 1 <sup>st</sup> Wk.		449				450
296 MALLARD ST.	7/17/05	7/17/05	1	Nov 1 <sup>st</sup> Wk.		713				714
297 MALLARD ST.	6/25/06	6/26/07	1	Nov 1 <sup>st</sup> Wk.		4				5
308 MALLARD ST.	4/27/06	4/27/06	1	Nov 1 <sup>st</sup> Wk.		429				430
311 MALLARD ST.	2/14/07	2/14/07	1	Nov 2 <sup>nd</sup> Wk.		136				137
322 WREN ST.	6/29/07	6/29/07	1	Nov 2 <sup>nd</sup> Wk.		1				2
326 CARDINAL ST.	10/12/06	10/12/06	1	Nov 2 <sup>nd</sup> Wk.		261				262
328 CARDINAL ST.	6/29/07	6/29/07	1	Nov 2 <sup>nd</sup> Wk.		1				2
329 CARDINAL ST.	6/15/07	6/15/07	1	Nov 2 <sup>nd</sup> Wk.		15				16
334 ORIOLE ST	10/26/06	10/26/06	1	Nov 2 <sup>nd</sup> Wk.		247				248
335 ORIOLE ST.	5/29/07	5/29/07	1	Nov 2 <sup>nd</sup> Wk.		32				33

**TOTAL NUMBER OF VACANCIES: 52**

**ATTACHMENT "D2" MOD Unit Data Tracking  
Fiscal Year October 2006 – September 2008**

UNIT/ADDRESS	DATE MOVE OUT INSPECTION	DATE PUT INTO MOD	MAKE READY TIME	DATE GIVEN CONTRACTOR FOR REPAIRS	DATE RELEASED TO MCHA	DATE LEASE D	LEASE UP DAYS	TOTAL VACANT DAYS	COMMENTS
<b>SHANNON HOMES (SITE 1)</b>									
622 EGLE ST.	3/16/04	10/31/06	959	Feb. 08				959	
623 EGLE ST.	12/4/02	10/31/06	1427	Feb. 08				1427	
624 EGLE ST.	10/7/04	10/31/06	754	Feb. 08				754	
625 EGLE ST.	10/7/04	10/31/06	754	Feb. 08				754	
626 EGLE ST.	4/30/06	10/31/06	184	Feb. 08				184	
633 TERREBONNE ST.	9/5/06	10/31/06	56	Mar. 08				56	
634 TERREBONNE ST.	10/27/06	10/31/06	4	Mar. 08				56	
636 TERREBONNE ST.	8/11/05	10/31/06	446	Mar. 08				446	
637 TERREBONNE ST.	3/16/04	10/31/06	959	Mar. 08				959	
638 TERREBONNE ST.	10/5/05	10/31/06	391	Mar. 08				391	
639 TERREBONNE ST.	3/19/03	10/31/06	1322	Apr. 08				1322	
640 TERREBONNE ST.	10/17/04	10/31/06	744	Apr. 08				744	
641 TERREBONNE ST.	10/7/04	10/31/06	754	Apr. 08				754	
644 TERREBONNE ST.	1/21/05	10/31/06	648	Apr. 08				648	
<b>14 TOTAL</b>									
<b>JACQUET (SITE 3)</b>									
87 / 2413 APPLE ST	10/11/04	10/31/06	750	May. 08				750	
89// 2413 APPLE ST	6/9/04	10/31/06	874	May. 08				874	
90 / 2407 APPLE ST	4/28/05	10/31/06	551	May. 08				551	

**ATTACHMENT "D2" MOD Unit Data Tracking  
Fiscal Year October 2006 – September 2007**

UNIT/ADDRESS	DATE MOVE OUT INSPECTION	DATE PUT INTO MOD	MAKE READY TIME	DATE GIVEN CONTRACTOR FOR REPAIRS	DATE RELEASED TO MCHA	DATE LEASE D	LEASE UP DAYS	TOTAL VACANT DAYS	COMMENTS
103/ 2418 APPLE ST	9/5/01	10/31/06	1882	Jun. 08				1882	
104/ 2420 APPLE ST	3/26/07	3/26/07	36	Jun. 08				36	
<b>5 TOTAL</b>									
<b>BROWNELL (SITE 4)</b>									
182 MALLARD ST.	8/24/06	10/31/06	68	Jul. 08				68	
183 MALLARD ST.	3/31/05	10/31/06	579	Jul. 08				579	
184 MALLARD ST.	8/8/06	10/31/06	84	Jul. 08				84	
185 MALLARD ST.	7/1/06	10/31/06	122	Jul. 08				122	
186 MALLARD ST.	9/20/05	10/31/06	406	Jul. 08				406	
188 MALLARD ST.	4/1/06	10/31/06	213	Aug. 08				213	
189 MALLARD ST.	9/2/04	10/31/06	789	Aug. 08				789	
193 MALLARD ST.	1/18/05	10/31/06	651	Aug. 08				651	
194 MALLARD ST.	6/20/05	10/31/06	498	Aug. 08				498	
195 MALLARD ST.	8/2/91	10/31/06	5569	Aug. 08				5569	
196 MALLARD ST.	6/14/06	10/31/06	139	Sept. 08				139	
197 MALLARD ST.	5/30/02	10/31/06	1615	Sept. 08				1615	
198 MALLARD ST.	12/19/05	10/31/06	316	Sept. 08				316	
199 MALLARD ST.	11/4/04	10/31/06	726	Sept. 08				726	
200 MALLARD ST.	7/19/04	10/31/06	834	Sept. 08				834	
201 MALLARD ST.	12/16/03	10/31/06	1050	Oct. 08				1050	
202 MALLARD ST.	8/1/05	10/31/06	456	Oct. 08				456	
203 MALLARD ST.	6/12/06	10/31/06	141	Oct. 08				141	
204 MALLARD ST.	6/12/06	10/31/06	141	Oct. 08				141	

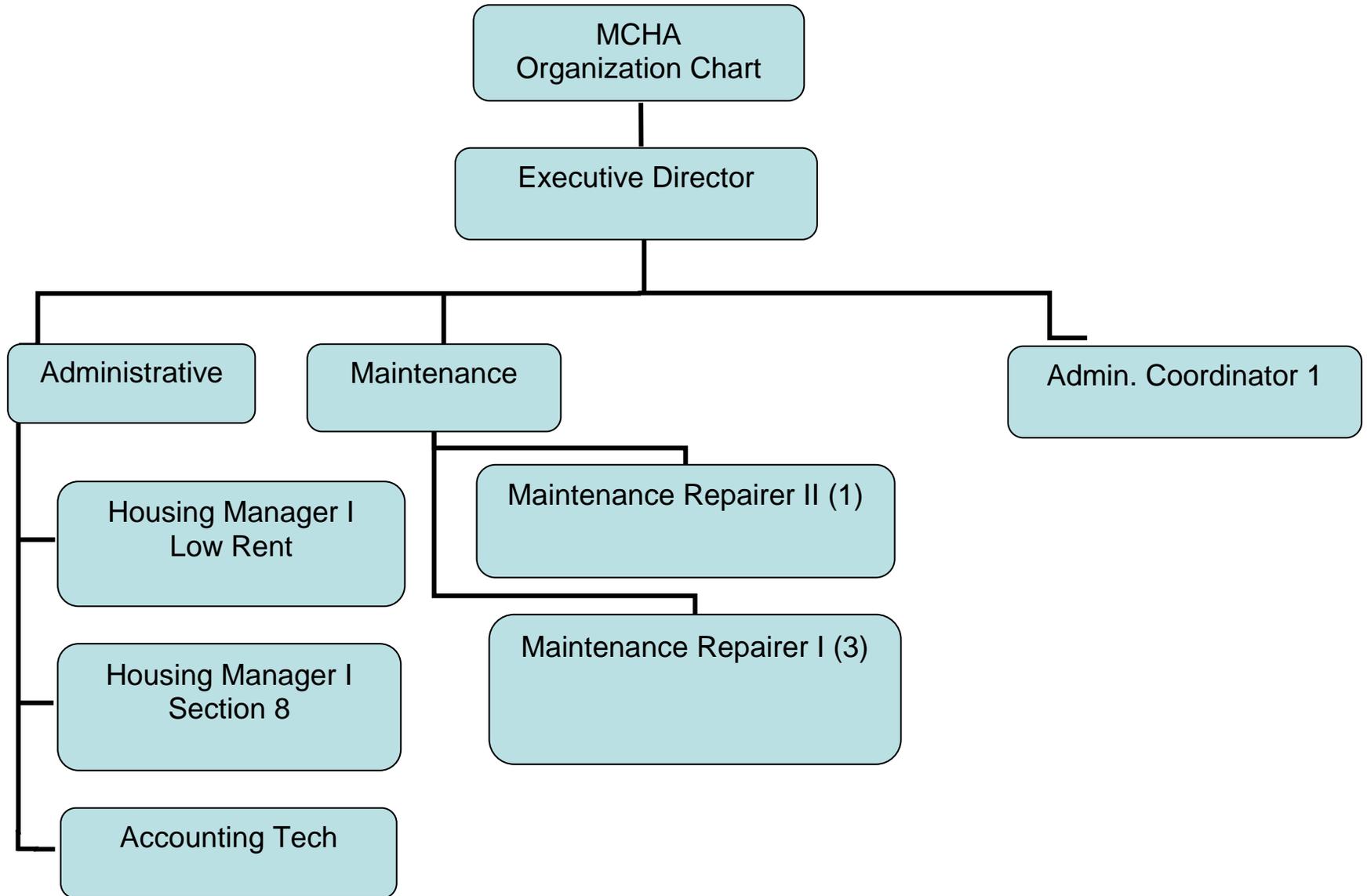
**ATTACHMENT "D2" MOD Unit Data Tracking  
Fiscal Year October 2006 – September 2007**

UNIT/ADDRESS	DATE MOVE OUT INSPECTION	DATE PUT INTO MOD	MAKE READY TIME	DATE GIVEN CONTRACTOR FOR REPAIRS	DATE RELEASED TO MCHA	DATE LEASE D	LEASE UP DAYS	TOTAL VACANT DAYS	COMMENTS
205 MALLARD ST.	6/20/05	10/31/06	498	Oct. 08				498	
206 MALLARD ST.	6/12/06	10/31/06	141	Nov. 08				141	
207 MALLARD ST.	6/30/06	10/31/06	123	Nov. 08				123	
208 MALLARD ST.	10/13/05	10/31/06	383	Nov. 08				383	
216 WREN ST.	10/4/01	10/31/06	1853	Nov. 08				1853	
217 WREN ST.	1/16/07	5/31/07	135	Nov. 08				135	
219 WREN ST.	6/25/04	10/31/06	858	Dec. 08				858	
220 WREN ST.	7/28/05	10/31/06	460	Dec. 08				460	
221 WREN ST.	11/10/04	10/31/06	720	Dec. 08				720	
222 WREN ST.	11/10/04	10/31/06	720	Dec. 08				720	
227 WREN ST.	9/8/06	10/31/06	53	Dec. 08				53	
228 WREN ST.	9/27/06	10/31/06	34	Jan. 09				34	
238 ROBIN ST.	6/14/05	10/31/06	504	Jan. 09				504	
247 ORIOLE ST.	11/10/04	10/31/06	720	Jan. 09				720	
248 ORIOLE ST.	2/14/93	10/31/06	5007	Jan. 09				5007	
249 ORIOLE ST.	8/27/04	10/31/06	795	Jan. 09				795	
250 ORIOLE ST.	8/27/04	5/31/07	795	Feb. 09				795	
263 DOVE ST.	10/5/05	10/31/06	391	Feb. 09				391	
264 DOVE ST.	4/29/93	10/31/06	4933	Feb. 09				4933	
265 DOVE ST.	11/10/04	10/31/06	720	Feb. 09				720	
266 DOVE ST.	11/10/04	10/31/06	720	Mar.09				720	
267 DOVE ST.	11/10/04	10/31/06	720	Mar.09				720	
268 DOVE ST.	11/10/04	10/31/06	720	Mar.09				720	

**ATTACHMENT "D2" MOD Unit Data Tracking  
Fiscal Year October 2006 – September 2007**

<b>UNIT/ADDRESS</b>	<b>DATE MOVE OUT INSPECTION</b>	<b>DATE PUT INTO MOD</b>	<b>MAKE READY TIME</b>	<b>DATE GIVEN CONTRACTOR FOR REPAIRS</b>	<b>DATE REALEASED TO MCHA</b>	<b>DATE LEASE D</b>	<b>LEASE UP DAYS</b>	<b>TOTAL VACANT DAYS</b>	<b>COMMENTS</b>
269 DOVE ST.	11/10/04	10/31/06	720	Mar. 09				720	
270 DOVE ST.	6/14/04	10/31/06	869	Mar. 09				869	
271 DOVE ST.	11/10/04	10/31/06	720	Apr. 09				720	
272 DOVE ST.	11/10/04	10/31/06	720	Apr. 09				720	
273 DOVE ST.	11/10/04	10/31/06	720	Apr. 09				720	
275 DOVE ST.	11/10/04	10/31/06	720	Apr. 09				720	
276 DOVE ST.	11/10/04	10/31/06	720	Apr. 09				720	
277 DOVE ST.	4/1/91	10/31/06	5692	May. 09				5692	
278 DOVE ST.	11/10/04	10/31/06	720	May. 09				720	
279 DOVE ST.	11/10/04	10/31/06	720	May. 09				720	
280 DOVE ST.	1/30/03	10/31/06	1370	May. 09				1370	
281 DOVE ST.	11/10/04	10/31/06	720	May. 09				720	
282 DOVE ST.	11/29/04	10/31/06	701	Jun. 09				701	
283 DOVE ST.	11/10/04	10/31/06	720	Jun. 09				720	
284 DOVE ST.	11/10/04	10/31/06	720	Jun. 09				720	
285 DOVE ST.	11/7/04	10/31/06	723	Jun. 09				723	
<b>58</b>									
<b>TOTAL</b>									
<b>BROWNELL (SITE 5)</b>									
286 MALLARD ST	7/13/04	10/31/06	840	Jul. 09				840	
288 MALLARD ST.	11/10/04	10/31/06	720	Jul. 09				720	
<b>2</b>									
<b>TOTAL</b>									
<b>79 TOTAL MOD UNITS</b>			69,450				0	69,450	

*ATTACHMENT "E":*



# ***HOUSING AUTHORITY***

## ***Attachment “F” GRIEVANCE PROCEDURES***

### **MORGAN CITY HOUSING AUTHORITY**

#### **A. Applicability**

The Housing Authority of the City of Morgan City, Louisiana, hereafter referred to as PHA, grievance procedure shall be applicable to all individual grievances as defined below, between the resident and the PHA. The PHA may, at its option, exclude from the PHA’s grievance procedure, or include under the expedited procedure, any grievance concerning a termination of tenancy or eviction that involves:

- (i) Any criminal activity that threatens the health, safety, or right of peaceful enjoyment other residents or employees of the PHA or
- (ii) Any drug-related criminal activity on or near the PHA premises or
- (iii) Any alcohol abuse that the PHA determines interferes with the health, safety or right to peaceful enjoyment of the premises by other residents

This exclusion is only allowed if the PHA uses the local Superior Court, State Court, or other Court, as determined by HUD, which meets the due process determination. Magistrate Courts have not been determined to meet the due process determination.

#### **B. Definitions**

1. “Grievance” shall mean any dispute which a resident may have with respect to a PHA action or failure to act in accordance with the individual resident’s lease or PHA regulations which adversely affect the individual resident’s rights, duties, welfare or status.
2. “Compliant” shall mean any resident whose grievance is presented to the PHA or at the development management office in accordance with this procedure.
3. “Elements of Due Process” shall mean an eviction action or a termination of tenancy in a State or Local Court in which the following safeguards are required:
  - (a) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - (b) Right of the resident to be represented by counsel;
  - (c) Opportunity for the resident to examine all relevant documents, records, and regulations of the PHA prior to the trial for the purpose of preparing for defense;
  - (d) Opportunity for the resident to refute the evidence presented by the PHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have.
4. “Hearing Officer” shall mean a person selected in accordance with this policy to hear grievances and render a decision with respect thereto.
5. “Hearing Panel” shall mean a panel selected in accordance with this policy to hear grievances and render a decision with respect thereto.
6. “Resident” shall mean the adult person (or persons) (other than a live-in-aid) who resides in the unit, and who executed the lease with the PHA as lessee of the dwelling unit, or if no such person now resides in the unit, who resides in the unit, and who is the remaining head of household of the resident family residing in the dwelling unit.
7. “Resident Organization” means an organized body of residents with an adopted set of by-laws, a democratic body, and elected officers. It shall include a resident management corporation.

**C. Procedure Prior to Hearing**

Any grievance shall be personally presented, either orally or in writing to the PHA office or to the office of the development in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. In cases of the PHA's failure to act, the grievance or complaint must be submitted within a reasonable time, not in excess of 30 days of the PHA's failure to act which is the basis of the grievance. In cases of PHA's action, the grievance or complaint must be submitted within a reasonable time, not in excess of 30 days of the PHA's action or not in excess of the number of days stated in a letter of adverse action which is the basis for the grievance. A summary of such discussion shall be prepared within a reasonable time, not in excess of 5 working days. One copy shall be given to the complainant and one copy retained in the PHA resident file. The summary shall specify the names of the participants, dates of meetings, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under this policy may be obtained if the complainant is not satisfied. The summary shall be delivered to the complainant in accordance with Section 17 of the lease.

**D. Procedure to Obtain a Hearing**

1. The complainant shall submit a written request for a hearing to the PHA or the development office within a reasonable time after receipt of the summary, not in excess of 7 calendar days. The written request shall specify:
  - (a) The reasons for the grievance, and;
  - (b) The action of relief sought.

2. A grievance hearing shall be conducted by an impartial person or persons appointed in accordance with this policy. The Hearing Officer or Hearing Panel shall consist of a person or persons other than a person who made or approved the PHA action under review or a subordinate of such person. The Hearing Officer or Hearing Panel may consist of a person or persons who may be an officer or employee of the PHA.

The Executive Director of the PHA shall select a Hearing Officer or Hearing Panel. It shall be the Executive Director's decision, based on facts and circumstances of the grievance, whether to select a single Hearing Officer or a Hearing Panel consisting of three persons. Careful consideration should be given in the selection of the Hearing Officer or Hearing Panel. The Executive Director is not prohibited from selecting himself/herself provided that he/she is impartial and was not the person who made the approved PHA action.

Prior to final selection of the Hearing Officer or Hearing Panel, the Executive Director shall notify the resident organizations, when and if one exists, of his/her decision and allow for comment. Resident organizations shall have 7 calendar days from the date of the notice to submit comments. Any recommendations or comments received shall be considered by the Executive Director in making the final decision.

The Executive Director shall have 15 calendar days after receipt of a request for a hearing in which to make a final selection of a Hearing Officer or Hearing Panel.

3. If the complainant does not request a hearing in accordance with D (1) above, then the PHA's disposition of the grievance under this policy shall become final.
4. All grievances, except those identified under the Expedited Grievance Procedure outlined below, shall be personally presented orally or in writing pursuant to the informal procedure prescribed in Section C above as a condition precedent to a hearing under this section. However, if the complainant shall show good cause why he failed to proceed in accordance with Section C to the Hearing Officer or Hearing Panel, the provisions of this subsection may be waived by the Hearing Officer or Hearing Panel.
5. Before a hearing is scheduled in any grievance involving the amount of rent which the PHA claims is due, the complainant shall pay to the PHA, to be held in escrow, an amount equal to the amount of the rent due and payable as on the first of month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account, held by the PHA, monthly until the complaint is resolved by decision of the Hearing Officer or Hearing Panel. The PHA shall hold in escrow all deposits, on behalf of the resident, pending resolution of the complaint. These requirements may be waived, by the PHA in extenuating circumstances. Unless so waived, the failure to make such payment shall result in a termination of the grievance procedure.
6. Upon complainants compliance with subsections 1, 3, 4 and 5 of this section, a hearing shall be scheduled by the Hearing Officer or Hearing panel promptly for a time and place reasonably convenient to both the complainant and the PHA. A written notification specifying the time, place and procedures governing the hearing shall be delivered to the complainant and the appropriate PHA official in accordance. The proposed services will be performed in two distinct phases.

**E. Expedited Grievance Procedure**

1. The expedited grievance procedure shall apply only to those grievances concerning a termination of tenancy or eviction that involves:
  - (a) Any criminal activity that threatens the health, safety, or right of peaceful enjoyment other residents or employees of the PHA or
  - (b) Any drug-related criminal activity on or near the PHA premises or
  - (c) Any alcohol abuse that the PHA determines interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.
2. When the PHA notifies the resident of a termination of tenancy or eviction that involves the above referenced violations, the PHA shall also include in that notice that any grievance hearing requests shall be in accordance with the expedited grievance procedure.
3. The complainant shall have seven (7) calendar days from the date of the notice in which to file a written request for a hearing to the PHA or the development office. The written request shall specify:
  - (a) The reasons for the grievance, and;
  - (b) The action or relief sought.
4. The complainant shall NOT have the grievance informally discussed as outlined in Section C of this policy.
5. Within 24 hours of receipt by the PHA of the complainant's request for a hearing, the Executive Director or his designee shall notify the resident organizations of his/her selection of a Hearing Officer or Hearing Panel. The resident organizations shall have 5 calendar days from the date of the notice to submit comments as to the selection of the Hearing Officer or Hearing Panel. Upon expiration of the 5 days comment period, the Executive Director or his designee shall have one (1) working day to review the comments and make a final selection as to the member(s) of the Hearing Panel or Hearing Officer.
6. Upon complainant's compliance with subsection 3 of this section, a hearing shall be scheduled by the Hearing Officer or Hearing Panel promptly for a time and place reasonably convenient to both the complainant and the PHA, not in excess of five (5 ) working days of the selection of the Hearing Officer or Hearing Panel. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate PHA staff.

**F. Procedure Governing the Hearing**

1. The hearing shall be held before a Hearing Officer or Hearing Panel, as determined by the Executive Director.
2. The complainant shall be afforded a fair hearing, which shall include:
  - (a) The opportunity to examine before the grievance hearing any PHA documents, including records and regulations that are directly relevant to the hearing. The complainant shall be allowed to copy any such document at the complainant's expense. If the PHA does not make the document available for examination upon such request by the complainant, the PHA may not rely on such document at the grievance hearing;
  - (b) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainants behalf;
  - (c) The right to a private hearing unless the complainant requests a public hearing;
  - (d) The right to present evidence and arguments in support of the complainant's complaint, to controvert evidence relied on by the PHA or development management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or development management relies; and
  - (e) A decision based solely and exclusively upon the facts presented at the hearing.
3. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if the Hearing Officer or Hearing Panel determines that the issue has been previously decided in another proceeding.
4. If the complainant or the PHA fails to appear at a scheduled hearing, the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for not more than 5 business days or make a determination that the party has waived his right to a hearing. Both the complainant and the PHA shall be notified of the determination by the Hearing Officer or Hearing Panel.
5. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complainant is directed.
6. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel and oral or documentary evidence pertinent to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall require the PHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the

Hearing Officer or Hearing Panel to obtain an order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly part and granting or denial of the relief sought, as appropriate.

7. The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of the transcript.
8. The PHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the complainant is visually impaired, any notice to the complainant which is required under this section must be in a accessible format.

**G. Decision of the Hearing Officer or Hearing Panel**

1. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing, but not in excess of 7 business days for a standard hearing and not in excess of 3 business days in the case of an expedited grievance hearing. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the PHA and made available for inspection by a prospective complainant, his representative, or the Hearing Officer or Hearing Panel.
2. The decision of the Hearing Officer or Hearing Panel shall be binding on the PHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the PHA Board of Commissioners determines within a reasonable time, not to exceed 30 days, and promptly notifies the complainant of its determination, that:
  - (a) The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations, which adversely affect the complainant's rights, duties, welfare or status;
  - (b) The decision of the Hearing Officer or Hearing Panel is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the annual contributions contract between HUD and the PHA.
3. A decision by the Hearing Officer or Hearing Panel, or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

**H. Eviction Actions Upon Decision of Hearing Officer or Hearing Panel**

If a resident has requested a hearing in accordance with Section C of this policy, on a complaint involving a PHA Notice of Termination of the tenancy and the Hearing Officer or Hearing Panel upholds the PHA's action to terminate the tenancy, the PHA shall not commence an eviction action in a State or local court until it has served a notice to vacate on the resident, and in no event shall the notice to vacate be issued prior to the decision of the Hearing Officer or Hearing Panel having been mailed or delivered to the complainant.

Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period or on the termination date stated in the Notice of Termination, whichever is later, appropriate action will be brought against the resident and he/she may be required to pay court costs and attorney fees.

**I. Actions Not a Waiver of Right to Appropriate Judicial Proceedings**

Any action or failure to act by the complainant in any part of this policy shall not constitute a waiver by the complainant of his right thereafter to contest the PHA's actions in disposing of the complaint in an appropriate judicial proceeding.

**J. Amendments**

Any amendments that need to be made to these procedures shall only be made after a 30-day comment period is allowed for residents and then only after the PHA has considered the comments received.

## Required Attachment G: Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- A. Name of resident member(s) on the governing board: *Gina Burise*
- B. How was the resident board member selected: (select one)?
- Elected
- Appointed
- C. The term of appointment is (include the date term expires): *8/09/2005 – 10/09/2009*
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):
- B. Date of next term expiration of a governing board member: *01/13/2009*
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): *Timothy Matte, Mayor*

## **Required Attachment *H*: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

*Shannon Homes – Cynthia Duval, 627 Egle Street*

*Joe Ruffin Apts. – Joe Ruffin, 1425 Railroad Ave., Morris Jones, 1410 Railroad Ave., Patricia Thomas 1426 Railroad Ave.*

*Jacquet Homes – Mamie Griffin, 102/2416*

*Brownell Homes – Sheila Bennett, 293 Mallard Street, Janeu Davis, 163 Canary St., Laura Sanders, 306 Mallard St., Adrienne Pharr, 306 Mallard St., Eric Morse, 327 Cardinal St..*

## Required Attachment I: Community Service Requirements

*The Morgan City Housing Authority (PHA) has modified its Admission and Continued Occupancy Policy and added a Section H which includes the statutory provisions for continued occupancy that require each adult family member who is not employed and otherwise exempt, must comply with the Community Service Requirements (CSR) or QHWRA, which states that such persons must contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located. Participation in an economic self-sufficiency program is considered fulfillment of this requirement.*

*When required to contribute community service, it is the residents' responsibility to find a place to serve the hours of community service, and to provide documentation that the service was performed. The housing authority has canvassed its rent rolls to determine which of its existing resident families that the HA believes has one or more members who fall under the CSR. Those persons that are responsible to participate in the CSR program are asked to come into the office to have the requirements explained to them and to provide them with the reporting form. Newly admitted families have the program explained to them at orientation. Those residents that fall into CSR category may be assigned to one staff member to track their progress in meeting their responsibilities.*

*The CSR resident family must bring in the completed form on a monthly basis and present the form at the time of payment of rent. If the HA has a reason to question the truthfulness of the information provided on the form it will take steps to confirm the information.*

*Areas that have been identified as acceptable for CSR service includes but are not limited to the following:*

<i>Lakewood Hospital</i>	<i>St. Mary Guest Home</i>	<i>CAA Headstart Centers</i>
<i>Council of Aging Center</i>	<i>City Recreation Department</i>	<i>Church Child Summer Programs</i>
<i>St. Mary Outreach</i>	<i>Schools</i>	<i>St. Mary Comm Action Agency</i>
<i>Welfare to Work Training Programs</i>	<i>Qualified Training Programs</i>	

*If a resident cannot find an opportunity to volunteer with one of the above agencies, then the residents will be assigned to work at one of the HA's resident programs as a volunteer.*

*Programs that the MCHA conducts that can accommodate a limited number of volunteers:*

<i>After school Tutoring Programs</i>	<i>GED Tutoring Programs</i>	<i>Summer Enrichment Programs</i>
<i>Mentoring Program</i>	<i>Resident's Work Program</i>	<i>Vacant Apartment Cleaning Team</i>

*The MCHA will notify any family found to be in noncompliance of the CSR program:*

- 1) That they are in non-compliance with their CSR Requirements*
- 2) That the determination is subject to the grievance procedure; and*
- 3) That unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.*

*The MCHA has entered into a TANF agreement dated 7/14/2003.*

**ATTACHMENT "J" Performance and Evaluation Reports for 2004, 2005, 2006 & 2007 Capital Fund Program(s)**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>MORGAN CITY HOUSING AUTHORITY</b>			Grant Type and Number Capital Fund Program Grant No: <i>LA48P036501-04</i> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2004</b>
<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: <i>3/31/08</i> <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	<i>\$61,423.00</i>		<i>\$61,423.00</i>	<i>\$61,423.00</i>
3	1408 Management Improvements	<i>\$39,163.41</i>		<i>\$39,163.41</i>	<i>\$39,163.41</i>
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<i>\$31,734.22</i>		<i>\$31,734.22</i>	<i>\$28,622.28</i>
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	<i>\$368,899.49</i>		<i>\$368,899.49</i>	<i>\$368,899.49</i>
11	1465.1 Dwelling Equipment—Nonexpendable	<i>\$35,140.39</i>		<i>\$35,140.39</i>	<i>\$35,140.39</i>
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	<i>\$16,616.34</i>		<i>\$16,616.34</i>	<i>\$16,616.34</i>
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	<i>\$1,202.15</i>		<i>\$1,202.15</i>	<i>\$1,202.15</i>
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<i>\$554,179.00</i>		<i>\$554,179.00</i>	<i>\$551,133.06</i>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	<i>\$43,000.00</i>		<i>\$43,000.00</i>	<i>\$20,000.00</i>
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	<i>\$18,000.00</i>		<i>\$18,000.00</i>	



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

PHA Name: <i>MORGAN CITY HOUSING AUTHORITY</i>		Grant Type and Number Capital Fund Program No: <i>LA48P036501-04</i> Replacement Housing Factor No:					Federal FY of Grant: <i>2004</i>
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>PHA Wide</i>	<i>9/13/2006</i>			<i>9/13/2008</i>			
<i>LA036-001</i>	<i>9/13/2006</i>			<i>9/13/2008</i>			
<i>LA036-004</i>	<i>9/13/2006</i>			<i>9/13/2008</i>			
<i>LA036-005</i>	<i>9/13/2006</i>			<i>9/13/2008</i>			

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

PHA Name: <b>MORGAN CITY HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: <i>LA48P036501-05</i> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: *3/31/08*  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	<i>\$82,800.00</i>		<i>\$82,800.00</i>	<i>\$82,800.00</i>
3	1408 Management Improvements	<i>\$5,000.00</i>		<i>\$5,000.00</i>	<i>\$5,000.00</i>
4	1410 Administration				
5	1411 Audit	<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>\$11,270.00</i>
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<i>\$15,300.00</i>		<i>\$15,300.00</i>	<i>\$14,077.36</i>
8	1440 Site Acquisition				
9	1450 Site Improvement	<i>\$16,000.00</i>		<i>\$16,000.00</i>	<i>\$10,515.39</i>
10	1460 Dwelling Structures	<i>\$278,775.00</i>		<i>\$278,775.00</i>	<i>\$277,679.48</i>
11	1465.1 Dwelling Equipment—Nonexpendable	<i>\$43,000.00</i>		<i>\$43,000.00</i>	<i>\$36,639.85</i>
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	<i>\$83,000.00</i>		<i>\$83,000.00</i>	<i>\$82,867.97</i>
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<i>\$541,875.00</i>		<i>\$541,875.00</i>	<i>\$520,850.05</i>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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**

PHA Name: <i>MORGAN CITY HOUSING AUTHORITY</i>		Grant Type and Number Capital Fund Program Grant No <i>LA48P036501-05</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>2005</i>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<i>PHA Wide</i>	<i>Operations</i>	<i>1406</i>		<i>\$82,800.00</i>		<i>\$82,800.00</i>	<i>\$82,800.00</i>	<i>Complete</i>
<i>PHA Wide</i>	<i>Management Improvements</i>	<i>1408</i>		<i>\$5,000.00</i>		<i>\$5,000.00</i>	<i>\$5,000.00</i>	<i>Complete</i>
<i>PHA Wide</i>	<i>Audit</i>	<i>1411</i>		<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>\$11,270.00</i>	<i>In Progress</i>
<i>PHA Wide</i>	<i>A/E Fees and Costs</i>	<i>1430</i>		<i>\$15,300.00</i>		<i>\$15,300.00</i>	<i>\$14,077.36</i>	<i>In Progress</i>
<i>LA036-004</i>	<i>Sidewalk improvements/ work</i>	<i>1450</i>		<i>\$16,000.00</i>		<i>\$16,000.00</i>	<i>\$10,515.39</i>	<i>In Progress</i>
<i>See Attachment "M"</i>	<i>Mod Rehab on select units – See Attachment "M"</i>	<i>1460</i>	<i>94 units</i>	<i>\$278,775.00</i>		<i>\$278,775.00</i>	<i>\$277,679.48</i>	<i>In Progress</i>
<i>LA036-004</i>	<i>Dwelling Equipment</i>	<i>1465</i>		<i>\$43,000.00</i>		<i>\$43,000.00</i>	<i>\$36,639.85</i>	<i>In Progress</i>
<i>LA036-004</i>	<i>Non-Dwelling Equipment</i>	<i>1475</i>		<i>\$83,000.00</i>		<i>\$83,000.00</i>	<i>\$82,867.97</i>	<i>In Progress</i>



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

<b>PHA Name:</b> <i>MORGAN CITY HOUSING AUTHORITY</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>LA48P036501-06</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>2006</i>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: *3/31/08*  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	<i>\$82,948.00</i>		<i>\$82,948.00</i>	<i>-0-</i>
3	1408 Management Improvements	<i>\$10,000.00</i>		<i>\$10,000.00</i>	<i>\$4,374.69</i>
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<i>\$30,872.00</i>		<i>\$30,872.00</i>	<i>\$8,400.00</i>
8	1440 Site Acquisition				
9	1450 Site Improvement	<i>\$28,537.00</i>		<i>\$28,537.00</i>	<i>-0-</i>
10	1460 Dwelling Structures	<i>\$354,282.00</i>		<i>\$354,282.00</i>	<i>\$1,511.78</i>
11	1465.1 Dwelling Equipment—Nonexpendable	<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>-0-</i>
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>\$1,066.69</i>
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<i>\$527,067.00</i>		<i>\$527,067.00</i>	<i>\$15,353.16</i>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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**

PHA Name: <i>MORGAN CITY HOUSING AUTHORITY</i>		Grant Type and Number Capital Fund Program Grant No: <i>LA48P036501-06</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <i>2006</i>			
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>PHA Wide</i>	<i>Operations</i>	<i>1406</i>		<i>\$82,948.00</i>		<i>\$82,948.00</i>	<i>-0-</i>	<i>In Process</i>
<i>PHA Wide</i>	<i>E.D Staff Training</i>	<i>1408</i>		<i>\$10,000.00</i>		<i>\$10,000.00</i>	<i>\$4,374.69</i>	<i>In Process</i>
<i>PHA Wide</i>	<i>A&amp;E Fees and Costs</i>	<i>1430</i>		<i>\$30,872.00</i>		<i>\$30,872.00</i>	<i>\$8,400.00</i>	<i>In Process</i>
	<i>Site Improvements</i>	<i>1450</i>		<i>\$28,537.00</i>		<i>\$28,537.00</i>	<i>-0-</i>	<i>In Process</i>
<i>LA036-001</i>	<i>Provide one Section 504 HC dwelling unit.</i>	<i>1460</i>		<i>\$88,570.00</i>		<i>\$88,570.00</i>	<i>\$1,511.78</i>	<i>In Process</i>
<i>LA036-002</i>	<i>Provide one Section 504 HC dwelling unit.</i>	<i>1460</i>		<i>\$88,570.00</i>		<i>\$88,570.00</i>	<i>-0-</i>	<i>In Process</i>
<i>LA036-003</i>	<i>Provide one Section 504 HC dwelling unit.</i>	<i>1460</i>		<i>\$88,571.00</i>		<i>\$88,571.00</i>	<i>-0-</i>	<i>In Process</i>
<i>LA036-004</i>	<i>Provide one Section 504 HC dwelling unit.</i>	<i>1460</i>		<i>\$88,571.00</i>		<i>\$88,571.00</i>	<i>-0-</i>	<i>In Process</i>
	<i>Stoves, refrigerators, ranges where needed.</i>	<i>1465</i>		<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>-0-</i>	<i>In Process</i>
<i>PHA Wide</i>	<i>Maintenance, Office equipment</i>	<i>1475</i>		<i>\$18,000.00</i>		<i>\$18,000.00</i>	<i>\$1,066.69</i>	<i>In Process</i>

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

PHA Name: <i>Morgan City Housing Authority</i>		Grant Type and Number Capital Fund Program No: <i>LA48P036501-06</i> Replacement Housing Factor No:				Federal FY of Grant: <i>2006</i>	
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>PHA Wide</i>	<i>9/30/2008</i>			<i>9/30/2010</i>			
<i>LA036-001</i>	<i>9/30/2008</i>			<i>9/30/2010</i>			
<i>LA036-002</i>	<i>9/30/2008</i>			<i>9/30/2010</i>			
<i>LA036-003</i>	<i>9/30/2008</i>			<i>9/30/2010</i>			
<i>LA036-004</i>	<i>9/30/2008</i>			<i>9/30/2010</i>			

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

<b>PHA Name:</b> <i>MORGAN CITY HOUSING AUTHORITY</i>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <i>LA48P036501-07</i> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <i>2007</i>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: *3/31/08*  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	<i>\$85,005.00</i>			
3	1408 Management Improvements	<i>\$10,248.00</i>			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<i>\$48,678.00</i>			
8	1440 Site Acquisition				
9	1450 Site Improvement	<i>\$129,432.00</i>			
10	1460 Dwelling Structures	<i>\$266,775.00</i>			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<i>\$540,138.00</i>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
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 III: Implementation Schedule**

PHA Name: <i>Morgan City Housing Authority</i>		Grant Type and Number Capital Fund Program No: <i>LA48P036501-07</i> Replacement Housing Factor No:				Federal FY of Grant: <i>2007</i>	
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>PHA Wide</i>	<i>9/30/2009</i>			<i>9/30/2011</i>			
<i>LA036-001</i>	<i>9/30/2009</i>			<i>9/30/2011</i>			
<i>LA036-002</i>	<i>9/30/2009</i>			<i>9/30/2011</i>			
<i>LA036-003</i>	<i>9/30/2009</i>			<i>9/30/2011</i>			



**Board Resolution #576 – Attachment “L”**

**HOUSING AUTHORITY  
OF THE CITY OF MORGAN CITY, LA.**

MORGAN CITY, LA. 70381

**RESOLUTION # 576**

**RESOLUTION TO ADOPT UPDATED FLAT RENTS**

NEW: C. F. SMITH, Chairman  
REV. WILLIAM BRADFORD, Vice-Chairman  
LEONARD COLEMAN, Commissioner  
J. FRED DUVAL, Commissioner  
ARNDT LUTHE, Commissioner

WENDALL C. BOGAN  
Secretary

A telephone poll was recorded of the Board of Commissioners of the Morgan City Housing Authority on June 2, 2000 to adopt the new Flat Rents. These rents will become effective immediately, and will replace the rents adopted previously. All residents that have chosen to take the previous Flat Rents are exempt from the new Flat Rents until their next scheduled re-certification unless they change rents before that time.

The new Flat rents are as follows:

For Shannon, Dixie, and Jaquet:

The MCHA has established Flat Rents at Shannon, Dixie, and Jaquet Homes at the higher of the ceiling rent or 65% of the Fair Market Rent (FMR) as published by HUD for St. Mary Parish Section 8 Agencies.

For Shannon, Dixie, and Jaquet - Flat Rents are as follows: Flat Rent

Flat Rent for:		FMR		
1BR	\$314 X 65%	=	\$205	
2BR	\$394 X 65%	=	\$256	
3BR	\$537 X 60%	=	\$322	
4BR	\$660 X 60%	=	\$396	

For Brownell Homes Two Story Units #160 thru #285:

In an effort to reduce vacancies at Brownell Homes, Two Story Units #160 thru #285, the MCHA has established Flat Rents for initial occupancy and the first three years thereafter, at 55% of the FMR's for 1 and 2 Bedroom Units, and 45% of the net FMR's for 3 and 4 Bedroom Units.

For Brownell Homes Two Story Units #160 thru #285: Flat Rent

Flat Rent for:		FMR		
1BR	\$314 X 55%	=	\$172	
2BR	\$394 X 55%	=	\$217	
3BR	\$537 X 45%	=	\$240	
4BR	\$660 X 45%	=	\$297	

For all Single Story Units at Brownell Homes:

For all single story units at Brownell Homes in an effort to reduce vacancies, the MCHA has established Flat Rents for initial occupancy, and the first three years thereafter,

at 60% of the FMR's for 1 and 2 Bedroom units, and 50% of the net FMR's for 3 and 4 Bedroom units.

For Single Story Units at Brownell Homes:			Flat Rent
Flat Rent for		FMR	
1BR	\$314 X 60%	=	\$188
2BR	\$394 X 60%	=	\$236
3BR	\$537 X 55%	=	\$295
4br	\$660 X 55%	=	\$363

The following resolution was approved and recorded by telephone poll by the following Commissioners:

Commissioners	Voting For	Against
Sheila Bertrand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
William Bradford	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leroy Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kenny Duval	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rev. C.F. Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Wendell C. Bogan*  
Wendell C. Bogan, Secretary

*Attachment "M" – Mod Rehab Units*

**BROWNELL (4)**

144 WREN ST.  
145 WREN ST.  
182 MALLARD ST.  
183 MALLARD ST.  
184 MALLARD ST.  
185 MALLARD ST.  
186 MALLARD ST.  
188 MALLARD ST.  
189 MALLARD ST.  
193 MALLARD ST.  
194 MALLARD ST.  
195 MALLARD ST.  
196 MALLARD ST.  
197 MALLARD ST.  
198 MALLARD ST.  
199 MALLARD ST.  
200 MALLARD ST.  
201 MALLARD ST.  
202 MALLARD ST.  
203 MALLARD ST.  
204 MALLARD ST.  
205 MALLARD ST.  
206 MALLARD ST.  
207 MALLARD ST.  
208 MALLARD ST.  
216 WREN ST.  
218 WREN ST.  
219 WREN ST.  
220 WREN ST.  
221 WREN ST.  
222 WREN ST.  
227 WREN ST.  
228 WREN ST.  
238 ROBIN ST.  
247 ORIOLE ST.  
248 ORIOLE ST.  
249 ORIOLE ST.  
250 ORIOLE ST.

**BROWNELL (4)**

263 DOVE ST.  
264 DOVE ST.

265 DOVE ST.  
266 DOVE ST.  
267 DOVE ST.  
268 DOVE ST.  
269 DOVE ST.  
270 DOVE ST.  
271 DOVE ST.  
272 DOVE ST.  
273 DOVE ST.  
275 DOVE ST.  
276 DOVE ST.  
277 DOVE ST.  
278 DOVE ST.  
279 DOVE ST.  
280 DOVE ST.  
281 DOVE ST.  
282 DOVE ST.  
283 DOVE ST.  
284 DOVE ST.  
285 DOVE ST.

**BROWNELL (5)**

286 MALLARD ST.  
287 MALLARD ST.  
288 MALLARD ST.  
289 MALLARD ST.  
290 MALLARD ST.  
308 MALLARD ST.  
324 WREN ST.  
325 CARDINAL ST.

**SHANNON (1)**

621 EGLE ST  
622 EGLE ST  
623 EGLE ST  
624 EGLE ST  
625 EGLE ST

626 EGLE ST  
628 EGLE ST  
629 EGLE ST  
636 EGLE ST  
637 EGLE ST  
638 EGLE ST  
639 EGLE ST  
640 EGLE ST  
641 EGLE ST  
644 EGLE ST  
645 EGLE ST  
646 EGLE ST

**JACQUET (3)**

80 APPLE ST  
85 APPLE ST  
87 APPLE ST  
88 APPLE ST  
89 APPLE ST  
90 APPLE ST  
94 APPLE ST  
103 APPLE ST  
122 APPLE ST



Morgan City Housing Authority	Fiscal Year	<b>9/30/2008</b>	Client #	<b>540</b>
Project Number	LA036001	PHA Code	Original	<b>x</b>
Number of Units	330	PUM	Revision	
Eligible Units	322	EUM	Completed	<b>6/30/2008</b>
			Subsidy entered	

	COCC	PUM	Amp 1	PUM	Amp 2	PUM	Amp 3	Total budget
			125		197			
<b>Operating Receipts</b>			1500		2364		0	
3110 Dwelling Rent		104.20	156,300	91.65	216,660	-	-	372,960
3120 Excess utilities		33.08	49,620	26.41	62,440	-	-	112,060
3190 Nondwelling Rent	4,770	0.00	-	8.63	20,400	-	-	25,170
<b>Total Rental Income</b>		<b>137.28</b>	<b>205,920</b>	<b>77.51</b>	<b>299,500</b>	-	-	<b>505,420</b>
3610 Interest		0.60	900	0.62	1,470	-	-	2,370
3690 Other Tenant Income		11.13	16,700	8.08	19,100	-	-	35,800
3691/3696 CFP 1406	2006	20.95	31,420	21.80	51,530	-	-	82,950
3692 Management Fees Earned	159,944							159,944
3693 Accounting Fee Earned	25,740							25,740
3694 Asset Management Earned	22,320							22,320
3698 Waived PILOT		0.00	11,919	0.00	19,547	-	-	31,466
3695 Other Misc Income		0.00	950	0.00	1,550	-	-	2,500
<b>Total Operating Receipts</b>	<b>212,774</b>	<b>178.54</b>	<b>267,809</b>	<b>166.12</b>	<b>392,697</b>	-	-	<b>873,281</b>
<b>HUD Contributions</b>								
8020 Subsidy		145.21	217,810	151.10	357,210	-	-	575,020
<b>Total HUD Contributions</b>		<b>145.21</b>	<b>217,810</b>	<b>151.10</b>	<b>357,210</b>	-	-	<b>575,020</b>
<b>Total Operating Income</b>	<b>212,774</b>	<b>323.75</b>	<b>485,619</b>	<b>317.22</b>	<b>749,907</b>	-	-	<b>1,448,301</b>

<b>Operating Expenditures</b>								
<b>Administration</b>								
4110 Administrative Salaries	95,113	19.31	28,960	19.99	47,251	-	-	171,324
4120 Yearly accrued leave	940	0.65	980	0.46	1,090	-	-	3,010
4130 Legal Expense	7,640	1.25	1,870	2.13	5,030	-	-	14,540
4150 Travel & Training	2,520	0.84	1,260	0.94	2,220	-	-	6,000
4170 Accounting Fees	17,070	6.00	9,000	7.08	16,740	-	-	42,810
4171 Auditing Fees	2,100	1.40	2,100	0.89	2,100	-	-	6,300
<b>Total Administration</b>	<b>125,383</b>	<b>29.45</b>	<b>44,170</b>	<b>31.49</b>	<b>74,431</b>	-	-	<b>243,984</b>

<b>Sundry</b>								
4181 Telephone/internet	4,840	2.87	4,310	2.52	5,950	-	-	15,100
4182 Office Supplies	2,200	0.85	1,280	1.14	2,690	-	-	6,170
4183 Court Costs		0.03	40	0.02	40	-	-	80
4184 Membership Dues & Fees	2,170	0.13	190	0.13	300	-	-	2,660
4185 Advertising & Marketing (Apartments for Rent)		0.00	-	0.00	-	-	-	-
4186 Other Advertising (Other than apts for rent)	460	0.07	110	0.07	170	-	-	740
4187 Contract Office Help	-	0.00	-	0.00	-	-	-	-
4188 Alarm Monitoring	-	0.00	-	0.00	-	-	-	-
4189 Service Agreements	2,140	0.64	960	0.64	1,510	-	-	4,610
4190 Computer Support	860	0.07	110	0.08	180	-	-	1,150
4191 Postage (Stamps & Postage Meters)	1,010	0.35	530	0.35	830	-	-	2,370
4192 Management Fee		40.39	60,585	42.03	99,359	-	-	159,944
4193 Contract (MD&A, 50058's, Annual Plans, etc.)	8,960	0.69	1,040	0.69	1,630	-	-	11,630
4194 Office Rent		0.00	-	0.00	-	-	-	-
4196 Answering Service	210	0.24	360	0.24	560	-	-	1,130
4197 Asset Management Fees		0.00	-	9.44	22,320	-	-	22,320
4199 Other Administrative Expense	7,960	0.70	1,050	0.68	1,610	-	-	10,620
<b>Total Sundry</b>	<b>30,810</b>	<b>47.04</b>	<b>70,565</b>	<b>58.02</b>	<b>137,149</b>	-	-	<b>238,524</b>
<b>Total Administrative Expense</b>	<b>156,193</b>	<b>76.49</b>	<b>114,735</b>	<b>89.50</b>	<b>211,580</b>	-	-	<b>482,508</b>

<b>Tenant Services</b>								
4210 Salaries	-	0.00	-	0.00	-	-	-	-
4220 Recreation, Publication and Other Services	-	0.00	-	0.00	-	-	-	-
4230 Contract Costs, Training and Other	260	0.53	800	0.55	1,300	-	-	2,360
4290 Resident Participation	-	0.00	-	0.00	-	-	-	-
<b>Total Tenant Services Expense</b>	<b>260</b>	<b>0.53</b>	<b>800</b>	<b>0.55</b>	<b>1,300</b>	-	-	<b>2,360</b>

<b>Utilities</b>								
4310 Water	-	14.41	21,620	8.12	19,190	-	-	40,810
4320 Electricity	-	49.87	74,800	43.54	102,930	-	-	177,730
4330 Gas	-	29.27	43,900	28.60	67,610	-	-	111,510
4350 Labor	-	0.26	390	0.26	620	-	-	1,010
4390 Other Utilities Expense	-	6.79	10,190	5.05	11,950	-	-	22,140
<b>Total Utilities Expense</b>	-	<b>100.60</b>	<b>150,900</b>	<b>85.58</b>	<b>202,300</b>	-	-	<b>353,200</b>

