

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<p>PHA Name: <u>Housing Authority of the City of Morgan City</u> PHA Code: <u>LA 036</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2021</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>293</u> Number of Housing Choice Vouchers (HCVs) <u>138</u> Total Combined Units/Vouchers <u>431</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The PHA Plan for the Morgan City Housing Authority, and all information relevant to the public hearing, which was held on May 18, 2021, were available for inspection by the public at the Administrative office of the Housing Authority at 338 Wren St. Morgan City LA, 70380.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th data-bbox="204 1507 464 1581">Participating PHAs</th> <th data-bbox="464 1507 586 1581">PHA Code</th> <th data-bbox="586 1507 867 1581">Program(s) in the Consortia</th> <th data-bbox="867 1507 1122 1581">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1122 1507 1401 1581">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th data-bbox="1122 1581 1256 1675">PH</th> <th data-bbox="1256 1581 1401 1675">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1581 464 1675">Lead PHA:</td> <td data-bbox="464 1581 586 1675"></td> <td data-bbox="586 1581 867 1675"></td> <td data-bbox="867 1581 1122 1675"></td> <td data-bbox="1122 1581 1256 1675"></td> <td data-bbox="1256 1581 1401 1675"></td> </tr> <tr> <td data-bbox="204 1675 464 1770"></td> <td data-bbox="464 1675 586 1770"></td> <td data-bbox="586 1675 867 1770"></td> <td data-bbox="867 1675 1122 1770"></td> <td data-bbox="1122 1675 1256 1770"></td> <td data-bbox="1256 1675 1401 1770"></td> </tr> <tr> <td data-bbox="204 1770 464 1854"></td> <td data-bbox="464 1770 586 1854"></td> <td data-bbox="586 1770 867 1854"></td> <td data-bbox="867 1770 1122 1854"></td> <td data-bbox="1122 1770 1256 1854"></td> <td data-bbox="1256 1770 1401 1854"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program						PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. (See Attachment B)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination. (See Attachment A)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>1. Statement of Housing Needs and Strategy for Addressing Housing Needs - Housing Needs Attachment E</p> <p>As noted in Section B.5 below, the Housing Authority continues with its implementing of a major component of its Agency Plan which was completion of minor and major modernization work necessary to re-occupy the apartments at Joe Ruffin Homes that were closed for a good number of years by the previous PHA Administration. That project is now complete and 27 of the 27 apartments at the Ruffin Site are now occupied. Historically, prior to 2002, this site had a 95% occupancy rate and it is anticipated that such will be maintained again.</p> <p>In spite of slowdowns- due to the COVID pandemic causing workers to not be able to work steadily, the Housing Authority has also been in the process of implementing a second major component of its Agency Plan which is completion of major modernization work necessary to re-occupy four apartments at Shannon Homes and six at Brownell Homes that were closed for a good number of years for deteriorated conditions by the previous PHA Administration. Seven of those ten are now occupied, and the remaining three will be back on line within 60 days. We are at present in the process of having construction plans prepared to modernize five seriously deteriorated units that have experienced long term issues that will take substantial work to address.</p> <p>The Housing Authority also continues to try to maintain contacts with landlords willing to participate in the HCV program so that when vouchers can be made available they can be quickly utilized.</p> <p>2. A Non-Smoking Policy has been adopted and implemented. Attached.</p> <p>3. Flat Rent rates have been modified and Financial Resources have been updated. Updated Flat Rent rates attached</p> <p>4. Method of taking of applications modified. Attached</p> <p>5. The Housing Authority is also in the process of developing an online communication system with residents via Internet that will provide a private portal for each family that will improve information awareness and contact ability with the agency.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. Attached</p>

<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families. (See Attachment C)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies. (Attach D - Non-Smoking Policy has been adopted and Implemented)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. (Units at Shannon and Brownell Homes are being Modernized)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>See Progress Report Below for unit modernization plans</p>
<p>B.3</p>	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>B.5</p>	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>A major component of the Housing Authority's Agency Plan has been completed with the re-occupy of the apartments at Joe Ruffin Homes that were closed for many years by the previous PHA Administration. Due to the long-time of closure the units in some cases experienced extreme levels of deterioration, and in all cases some deterioration of the physical conditions of the apartments occurred. Also, the drainage pump on the site had been inoperable for years. The City of Morgan city replaced the drainage pump and the Housing Authority has reconditioned a small number of the apartments with its own staff and these are currently being occupied. All 27 of the apartments are currently occupied and we are in the process of taking bids for a small children's playground in one of the open areas.</p> <p>The Housing Authority is also nearing completion of two additional modernization projects which are part of its Agency Plan and that is the completion of major modernization work necessary to re-occupy four apartments at Shannon Homes and six at Brownell Homes that were closed for a good number of years for deteriorated conditions by the previous PHA Administration. Seven of the ten are now occupied and the remaining three will be soon available for occupancy. In addition to the above Mod projects, the Housing Authority has completed a hurricane damage roof replacement project as well to maintain its units in sound and safe conditions.</p> <p>We are at present in the process of having construction plans prepared to modernize five seriously deteriorated units at Brownell Homes that have experienced long term issues that will take substantial work to address.</p> <p>The Housing Authority also continues to try to maintain contacts with landlords willing to participate in the HCV program so that when vouchers can be made available, they can be quickly utilized.</p>

	The Housing Authority continues to work to improve the well-being of the agency, and attempts to balance compassion for special situations of its residents with the need for compliance with program regulations, to ensure effective and sustainable operation of its programs.
B.6	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
B.7	Certification by State or Local Officials. <i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i>
B.8	Troubled PHA. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No Longer Troubled (b) If yes, please describe:
C.	Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. The PHA's 5 Year CFP Action Plan for 2020-2024 has been approved; and A public hearing for the PHA's 5 Year CFP Action Plan for 2021-2025 was held on May 18, 2021 and will be entered into the EPIC system.

Attachment "A" - Schedule of Morgan City Housing Authority Flat Rents for 2020
 Attachment "B" - Deconcentration Policy
 Attachment "C" - Continued Occupancy for Over-Income Family
 Attachment "D" - Smoke Free Policy at Morgan City Housing Authority
 Attachment "E" - Housing Needs at Morgan City Housing Authority
 Attachment "F" - Violence Against Women Act (VAWA) - Revised
 Attachment "G" - Revision to ACOP Admissions Section C-Par 1C.1 - Application Taking

Attachment "A" - Schedule of Morgan City Housing Authority Flat Rents for 2021

MORGAN CITY HOUSING AUTHORITY SCHEDULE OF FLAT RENTS (80% OF FMR)				
Flat Rents for All Residents (2021)				
		FLAT RENT FOR ALL RESIDENTS (2021)	DIFFERENCE BETWEEN 2021 AND 2020 FLAT RENTS	
BR SIZE				
ZERO BR		\$513	-\$57	
1 BR		\$589	\$10	
2 BR		\$711	\$5	
3 BR		\$918	\$2	
4 BR		\$1,151	\$14	

Attachment “B” – Deconcentration Policy Morgan City Housing Authority

6B.0 Income Targeting and Deconcentration

6B.1 Objective

The Morgan City Housing Authority shall make every effort possible to provide for deconcentration of poverty and income mixing in its communities by bringing higher income residents into lower income developments and lower income residents into higher income developments.

To this extent the housing authority shall ensure that the average income of households at each development will be within 85% and 115% of the average incomes of all such developments, and shall have no development with families whose average income exceeds 30% of the area median income.

6B.2 Deconcentration Policy

It is the policy of the Morgan City Housing Authority to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the Housing authority's Deconcentration Policy is to have the average income of households at each development be within 85% and 115% of the average incomes of all such developments, and shall have no development with families whose average income exceeds 30% of the area median income. The Housing Authority will track the status of family income, by development, on a periodic basis by utilizing income reports generated by the Housing Authority.

To accomplish the deconcentration goals the Morgan City Housing Authority will take the following actions:

1. Prior to the beginning of each fiscal year, The Housing Authority will analyze the income levels of families residing in each development and will compare the average income of families at each development to the average incomes of all such developments and to the Parish Median Income. If the average income of families at any development is less than 85% of the average incomes of all such developments the housing authority will endeavor to place higher income families in that development. If the average income of families at any development is over 115% of the average incomes of all such developments, and/or if the average income of families at any development exceeds 30% of the Parish Median Income, action will be taken to reduce the concentration of higher income families at that development. The Housing Authority will make every effort possible to provide for de-concentration of poverty and incomes mixing in its communities by bringing higher income residents into lower income developments and lower income resident into higher income developments.
2. The Housing Authority will follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met the PHA shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, the PHA will skip families on the waiting list to reach other families with a lower or higher income. The PHA will accomplish this in a uniform and non-discriminating manner.
3. If there are not enough extremely low-income families on the waiting list the PHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.
4. The PHA does not intend to utilize and/or impose any specific income or racial quotas nor will the PHA offer incentives for eligible families to occupy units in developments predominately occupied by families having either lower or higher incomes.

Attachment "C" - Continued Occupancy for Over-Income Family Morgan City Housing Authority

4C.0 Continued Occupancy for Over-income Families

4C.1. GENERAL

In some cases, families who at the time of their initial move-in had income low enough to be eligible to live in public housing (income at or below 80% of local area median income), but over time, generally due to employment opportunities, have seen their annual income increase to above the admission eligibility threshold, resulting in their being designated as "Over-income" Families. The Housing Authority is aware that allowing higher-income families to live in public housing is consistent with federal public housing policies. The housing authority is also cognizant that a policy of not evicting over-income families may be consistent with efforts to promote work among public housing residents. Families may very well be more open to increase their incomes through earnings if they are not at risk of losing their homes.

The Housing Authority also realizes that a primary objective of the public housing program is to provide opportunities for affordable housing to lower income families in need of housing. In an effort to balance opportunities for families to become more self-sufficient through increases in income, as well as for lower income families in need to have access to affordable housing, the Morgan City Housing Authority has established a policy to permit continued occupancy of families that are not significantly over-income as designated below.

4C.2. ELIGIBILITY FOR CONTINUED OCCUPANCY FOR OVER-INCOME FAMILIES

1. Continued occupancy by Over-income Families in the PHA communities must meet all General Criteria established for current residents in Par 1D.1; In addition:

2. Over-income families currently living in public housing, who are otherwise eligible for continued occupancy, and who at the time of their initial move-in had income low enough to be eligible to live in public housing, will no longer be eligible for continued occupancy on an income basis if their annual income for a period of more than two consecutive years exceeds the maximum applicable family income. Annual Income that exceeds 240% of the HUD published Income Limit for Very Low Income families in the Parish is defined as the maximum applicable family income. Termination of tenancy or an increase in rent will occur within 90 days for those families who have been determined after examination to have excess income for a period of more than two years.

2. Annually, within 60 days of when HUD publishes the Income Limit for Very Low Income families in the Parish, the Housing Authority will analyze the income levels of all families residing in housing authority apartments and will compare their annual income to the newly published Parish Median Income. Those families who have incomes in excess of 240% of the HUD published Income Limit for Very Low Income families, or who are close to that level, will be provided an income reexamination and given notice as to the determination of the potential for their continued occupancy. The PHA will accomplish this in a uniform and non-discriminating manner.

3. After income re-examination, those families whose annual income has exceeded 240% of the HUD published Income Limit for Very Low Income families for a period of more than two consecutive years will be advised that they are no longer eligible for continued occupancy at the housing authority. They will be advised that their Tenancy at the housing authority will be terminated and they will have to vacate their dwelling unit within 90 days.

4. Over-income families whose tenancy has been terminated under this provision may appeal the termination through the usual appeal process for all policies.

**Attachment “D” – Non-Smoking Policy
Morgan City Housing Authority**

SMOKE –FREE POLICY FOR MORGAN CITY HOUSING AUTHORITY

To ensure the quality of air and safety of the residents of **Morgan City Housing Authority**, has declared that all apartment buildings owned by **MCHA** are smoke-free buildings. Smoking is not permitted in any area of the building, common areas, or adjoining ground of such building or other parts of the rental community. All residents, employees and guests must abide by the following rules and regulations.

Adopted: 04/27/2017

1. Purpose of Smoke-Free Policy.

The parties desire to mitigate (i) the irritation and know health effects of secondhand smoke to residents, guests and employees; (ii) the increased maintenance, cleaning and unit refurbishment costs from smoking for the MCHA; and (iii) the increased risk of fire from smoking.

2. Definitions:

“Smoking” means inhaling, exhaling, burning, carrying or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah and other lighted or heated combustible plant material. Smoking also includes the use of “electronic smoking devices”.

“Electronic Smoking Devices” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation or vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-hookah, or vape pen, or under any other product or descriptor.

“Apartments” are defined as interior spaces tied to a particular unit. This includes, but is not limited to, bedrooms, hallways, kitchens and bathrooms. Outdoor patios, balconies and unit entryway areas shall be included as an interior space for the purpose of this definition.

“Interior” means all the space between a floor and ceiling that is bound on at least two sides by walls, doorways or windows, whether open or closed. A wall includes any retractable divider, garage door or other physical barrier, whether temporary or permanent and whether containing openings of any kind.

“Common Areas” are defined as areas within the building interior or other areas immediately adjoining the building that are open to the public, including but not limited to, entryways, community patios or balconies, roof terraces, lobbies, hallways, elevators, management offices, public restrooms, community rooms, community kitchens, laundry rooms, stairwells, parking garages and carports and any other area of the building that is accessible to employees, residents and guests.

“Rental Complex” is defined as areas owned and operated by the **Morgan City Housing Authority**.

3. Smoke-Free Complex

Effective on 07/01/2017, all current tenants, all employees, all guests and all new tenants of **MCHA** after this date shall be prohibited from smoking anywhere in the buildings including apartments, common areas and throughout the rental complex.

4. Responsibility to Inform Others of Smoke-Free Policy and to Alert MCHA of Violations.

Tenant and employees shall inform guests of the smoke-free policy. Further, tenant and employees shall promptly report to the **MCHA** any incident where smoke is migrating into the unit from sources outside the tenant's apartment. Management will seek the source of the smoke and take appropriate action.

5. MCHA to Promote Smoke-Free Policy

In order to inform guests of smoke-free policy, the **MCHA** shall post no-smoking signs at entrances and exits, hallways and in conspicuous places on the grounds of the rental complex. Smoking is prohibited within 25 feet of the rental complex.

6. MCHA Not a Guarantor of Smoke-Free Environment.

The **MCHA** adoption of a smoke-free living environment and the efforts to designate the rental complex as smoke-free, including apartments and common areas, does not make the **MCHA**, or any of its managing agents the guarantor of tenant's health or of the smoke-free condition of the tenant's apartment and the common areas. However, the **MCHA** shall take reasonable steps to enforce the terms of its leases and to make the rental complex smoke-free. **MCHA** is not required to take steps in response to smoking unless the **MCHA** knows of said smoking or has been given a report of said smoking.

7. Effect of Violation of the Policy

1 st Violation	Verbal discussion with the property manager and a breach of no-smoking policy letter
2 nd Violation	Discussion of the smoking policy with the property manager, a written notification of the violation which the resident must sign to show agreement to the terms of the lease that include termination if the policy is violated after three times.
3 rd Violation	Eviction letter, which results in either eviction or a probationary agreement.

Attachment “E” - Housing Needs at Morgan City Housing Authority Morgan City Housing Authority

It has been observed that a more reliable measure of the need for affordable housing in the local area is a review of the housing authority's waiting list and comparing it to the previous year's applicants. There are 40 applicants currently on the Morgan City Housing Authority Waiting List which is a 48% increase over last year, the second annual increase in a row. Such an increase was one of the objectives of the Housing Authority. That is reflective of the continued slow economy which has resulted in many people losing their jobs and housing. An analysis of the applicants currently on the waiting list indicates that 90% of families are of extremely low income (at or below 30% AMI); which is 50% more than last. Approx 7.5% of applicants are very low-income families which a decrease from the 25% of last year, and 2% of applicants are low-income which is also a decrease from the 14% of last year. This generally indicates that unlike upper income families, those with lower incomes are not able to find housing in the general community that is affordable to them. Despite the MCHA continual efforts to achieve improvements to balance occupancy, with the percentage of white families on the waiting list, those families have decreased this year from 39% back to 22% which was less than the year before, with Hispanic families slightly increasing to 5%, which is up 1%, and black families at 72%, up by 25% from 57% previously. This indicates that the housing authority will have to evaluate and continue ongoing marketing efforts to improve the racial balance of applicants.

Applicant families with children is up dramatically, from 4% last year to 32% currently, and elderly applicant families comprises 8% currently on the waiting list, which is down by half from last year. Families with disabilities has dropped from the unusually high number of applicants last year of 25% to 10% currently.

With regard to unit size, the number of applicants requesting 1 BR units has dropped by a third to 60%, and decrease from 89% last year. The number of applicants for 2 BR has increase to 30% from 7% previously, and those requesting 3 BR apartments is at 5%, up a bit. Unlike last year, we have 5% of applicants requesting the large 4 BR units.

With completion of the previously vacant units that were under modernization, the housing authority's turnover rate has been reduced to approx 4 – 8 months to house the people on the waiting list.

Attachment “F” - Violence Against Women Act (VAWA)
Morgan City Housing Authority

1. VAWA PROTECTIONS

The federal Violence Against Women Act, or “VAWA”, provides legal protections to individuals (man or woman) who are victims of domestic violence, dating violence, sexual assault and stalking, collectively referred to as “violence”. The VAWA law provides protections to victims of violence who receive publicly assisted housing benefits.

Under the Violence Against Women Act (VAWA, notwithstanding the title of the statute, protections are not limited to women but cover victims regardless of sex, gender identity, or sexual orientation), public housing residents have the following specific protections, which will be observed by the Morgan City Housing Authority:

- A. An incident or incidents or actual or threatened domestic violence, dating violence, sexual assault, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not in itself be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.
- B. The Morgan City Housing Authority shall provide each applicant and resident a HUD prescribed Notice of Occupancy Rights and Certification form. It shall also be provided with any notice of eviction. In addition, the Authority shall make an adopted Emergency Transfer Plan and Emergency Transfer Request available upon request.
- C. The Morgan City Housing Authority shall keep a record of all emergency transfer requests requested under the Emergency Transfer Plan and the outcome of these requests for three years.
- D. The Housing Authority may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence, dating violence, sexual assault, or stalking to family members or affiliated individuals without terminating the assistance or evicting victimized lawful occupants. This is also true even if the household member or affiliated individual is not a signatory to the lease. Under VAWA, the Morgan City Housing Authority is granted the authority to bifurcate the lease. The VAWA victim must be the one who retains the assistance.
- E. The Housing Authority will honor court orders regarding the rights of access or control of the property.
- F. There is no limitation on the ability of the Housing Authority to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence, sexual assault, or stalking, other than the victim may not be subject to a “more demanding standard” than non-victims.
- G. There is no prohibition on the Housing Authority evicting if it “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant’s (victim’s) tenancy is not terminated.” An actual and imminent threat consists of a physical danger that is real, would occur within an immediate timeframe, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.
- H. Any protections provided by law which give greater protection to the victim are not superseded by these provisions.
- I. The Morgan City Housing Authority shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the Housing Authority. Types of acceptable verifications are outlined below, and must be submitted within 14 business days after receipt of the Housing Authority’s written request for verification.

2. VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

The Morgan City Housing Authority shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the Housing Authority.

A. Requirement for Verification. The law allows, but does not require, the Morgan City Housing Authority to verify that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. The Housing Authority shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the Housing Authority.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking may be accomplished in one of the following three ways:

1. HUD-approved form - By providing to the Housing Authority a written certification, on the form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator, only if the name of the perpetrator is safe to provide and is known to the victim.

2. Other documentation - by providing to the Housing Authority documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence, sexual assault, or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence, sexual assault or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. Police or court record – by providing to the Housing Authority a Federal, State, tribal, territorial, or local law enforcement or court record describing the incident or incidents in question.

B. Time allowed to provide verification/failure to provide. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking, and who is requested by the Housing Authority to provide verification, must provide such verification within 14 business days after receipt of the written request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action. The submission of false information may be the basis for the termination of assistance or for eviction.

C. Managing conflicting documentation. In cases where the Morgan City Housing Authority receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the Morgan City Housing Authority may determine which is the true victim by requiring third-party documentation as described in 24 CFR 5.2007 and in accordance with any HUD guidance as to how such determinations will be made. The Morgan City Housing Authority shall honor any court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household.

3. CONFIDENTIALITY

All information provided under VAWA including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, shall be retained in confidence and shall not be entered into any shared database or provided to any related entity except to the extent that the disclosure is:

- A. Requested or consented to by the individual in writing;
- B. Required for used in an eviction proceeding; or
- C. Otherwise required by applicable law.

The Morgan City Housing Authority shall provide its tenants notice of their rights under VAWA including their right to confidentiality and the limits thereof.

SECTION C: ADMISSION PROCESS

1C.1 Application Taking

The PHA maintains a waiting list for applicants interested in the public housing program. All admissions to public housing shall be made on the basis of a pre-application in such form as the PHA shall prescribe. The Application for Admission shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the application record and carefully recorded. This includes verification of income and family composition and such other data as may be required. **The PHA does not provide emergency housing and cannot modify the order of assignments otherwise prescribed because of emergency considerations.**

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

1. The PHA will not, on account of race, color, creed, religion, familial status, age, handicap, sex or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments.
2. The PHA reserves the right to suspend taking applications for its wait lists when the current supply of applicants exceeds the number of families which could be reasonably expected to be housed within the next eighteen months.
3. The MCHA uses a Pre-application for the initial process for families wishing to apply for housing at the agency. The MCHA will have the option to accept Pre-applications in person or online. Both in person and online applications will not determine that the individual will be housed but is only a pre-application for housing. Once the applicants name comes up for housing; additional information will be required for housing, including proof of income, birth certificate(s), social security cards, and picture ID. If any of the documents are not presented the housing application process will be terminated. All pre-applications must be made by a responsible adult member of the applicant family, who will reside in the household. He/She shall sign the pre-application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The PHA reserves the right to require the signature of any or all adult members of the applicant household.
4. The MCHA will normally take applications from a central location but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location. This will be noted for emergency purposes only due to possible weather conditions and or state and federal emergencies that may occur.
5. The PHA reserves the right to establish times for taking applications, including by appointment. The PHA staff may at its discretion provide for application interviews outside of normal hours when necessary for hardship reasons.
6. Insofar as possible, application interviews shall be conducted in private.
7. In addition to income, family composition and information unique to each applicant, each application shall be hand dated upon time of receipt and the PHA's determination of an applicant's position will be based upon the date/time of receipt. All information regarding application and eligibility will be filed and as such, considered part of their permanent record. When the family is eligible, the application shall also record the correct unit size and type; the priority rating; the date, unit location and reason for rejection for any offers refused by the applicant.
8. Applications shall be updated as applicants report changes in income and family circumstances. All such communications from the applicant must be in writing and signed by the applicant. All modifications to applications shall be properly documented on hard copy and to the computer systems and the transaction initiated by the staff member making the change.

9. Applicants will have thirty (30) days to provide all necessary information as requested to document their application for eligibility. Failure to provide this information at the end of this period will result in the withdrawal of their application by the PHA.

10. Every twelve (12) months, the PHA shall purge the application pool of applications no longer actively seeking housing. Normally, this shall be performed by removing applicants from the waiting list who fail to respond to a "still interested" notice mailed to the last known address on the application. It shall be the sole responsibility of the applicant to inform the PHA in writing of changes in address or other family circumstances that might affect the status of the application.

11. The PHA shall maintain such records as are necessary to document the disposition of all applications to meet Department of Housing and Urban Development audit requirements as well as the regulations of The State of Louisiana.

End of Paragraph 1C.1