

Streamlined Annual PHA Plan (Small PHAs)	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-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer 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.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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 Town of Berwick</u> PHA Code: <u>LA056</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>128</u> Number of Housing Choice Vouchers (HCVs) _____ Total Combined <u>128</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 2021 PHA Plan for the Berwick Housing Authority, and all supporting documents and information relevant to the public hearing and proposed PHA Plan are available for inspection by the public at the Administrative Office at 2751 Fifth St., Berwick, LA 70342 </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </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 Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</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 checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</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) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Housing Needs from the waiting list was reviewed and updated (Attachment “B”), Financial Resources was updated for year, and Flat rents were updated to confirm with current FMR’s (Attachment “A”). A Revised Violence Against Women (VAWA) Policy, and a new “Over-Income Eligibility Policy has been formulated to comply with HUD guidelines.</p>
B.2	<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"/> 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 type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</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>The BHA is following its long-range plan of systematically modernizing its older apartments each year with Capital Funding, and currently has several units under modernization contract.</p>

<p>B.3</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 Plan.</p> <p>During the recent years the Berwick Housing Authority (BHA) continues to maintain one of its ongoing goals of which was to re-achieve its former status of high performer. The BHA has completed several modernization contracts, and is planning to install central air-conditioning in more of its apartments in the near future, as well as issue a construction contract for modernization of some of its older apartments. The BHA continues to maintain and utilize the Resident Activity Center at the rear of the administration office for the Resident’s Council which remains active. All of these projects continue as part of the initiative of the earlier PHA Plans which focused on providing the residents with safe and affordable housing, as well as provide continued support for the ongoing new Resident Advisory Board. A second goal was the continued implementation of the after-school tutoring program for the residents which was previously funded thru CFP funds and is hoped to start again at the beginning of the new year with other funding. With many students involved with online learning it is important to follow up with the tutoring classes.</p> <p>A primary goal of the BHA is to provide and maintain quality affordable housing in a professional and fiscally prudent manner free from discrimination. The Agency Plan was developed with that primary goal in mind, and a number of the provisions that have been formulated reflect that and other objectives that will have to be accomplished to achieve the stated mission of the housing authority.</p> <p>A primary part of the planning for physical improvements is the continuation of the modernization of older apartments, continuation of phased plan for installation of air conditioning in the agency’s apartments, and at some point to start a phased program to construct the long awaited resident exterior storage areas.</p> <p>The primary PHA Plan elements that has been revised since the last plan has been the regular updating of the BHA Schedule of Flat Rents, monitoring family income levels to ensure compliance with deconcentration goals, the ongoing monitoring of the Non-Smoking Policy, the Over Income Policy, and the newly revised Violence Against Women Policy. We also are implementing the recently adopted modifications to rent collection procedures to ensure financial accountability. A financial resources statement has been updated as well as procurement procedures.</p> <p>The Housing Authority recently adopted an on-line application taking process which works well during the COVID 19 situation. The new system also has a Text Messaging capability that enables the Housing Authority to text communications to residents immediately. We also revised the Lease Addendum concerning evictions as noted in Attachment “I”. After the COVID issues subside, the BHA will again start working to develop some form of debt collection service to reduce arrears in rental payments.</p>
<p>C.</p>	<p>Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.</p>
<p>C.1.</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"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</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.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review. (Attachment “C”)</p>

C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-SM, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p> <p>The PHA Plan for 2021 together with the elements that have been revised since the last plan was presented to the public at a Public Hearing on October 13, 2020. The new Schedule of Flat Rents updated for 2021 (Attachment “A”), and the updated current Financial Resources available to the housing authority was presented. The new Rent Collection Procedures (Attachment “D”), adopted last year was again reviewed as well as a plan for the agency to develop some form of debt collection service to reduce arrears in rental payments. The new Over-Income Eligibility policy (Attachment “E”), that was previously adopted was also reviewed. The Revised Violence Against Women (VAWA) Policy (Attachment “F”), that was adopted previously was discussed, and the previously adopted Smoke Free Policy (Attachment “G”) was again presented and the requirements emphasized. The revised elements are included as attachments to the plan.</p>
<p>D Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>	
D.1	<p>Civil Rights Certification. Form 50077-SM-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>(Attached)</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>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.</p>
D.3	<p>Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Included with the transmittal of the Annual Plan to HUD</p>
<p>E Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
E.1	<p>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.</p> <p>A public hearing was held for The PHA’s 5-Year CFP Action Plan for 2020-2024 on May 21, 2020, and the approved information has been uploaded into the EPIC system. A public hearing was held for The PHA’s 5-Year CFP Action Plan for 2021-2025 on October 13, 2020, and the approved information will be uploaded into the EPIC system when the final allocation is announced.</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Summary of attachments

- Attachment “A” - Schedule of Berwick Housing Authority Flat Rents for 2019
- Attachment “B” - Housing Needs at Berwick Housing Authority
- Attachment “C” - Deconcentration Policy
- Attachment “D” - New rent Collection Policy
- Attachment “E” - Over-income Eligibility Policy - Revised
- Attachment “F” - Violence Against Women Act (VAWA) - Revised
- Attachment “G” - Smoke Free Policy at Berwick Housing Authority
- Attachment “H” - Revision to ACOP-Section C-Par 1C.1 - Application Taking
- Attachment “I” - Revision to ACOP - Lease Addendum to Revise Eviction Procedure

Attachment “A” - Schedule of Berwick Housing Authority Flat Rents for 2021

BERWICK HOUSING AUTHORITY SCHEDULE OF FLAT RENTS (80% OF FMR)			
Flat Rents for All Residents (2021)			
BR SIZE	FLAT RENT FOR ALL RESIDENTS (2021)	DIFFERENCE BETWEEN 2021 AND 2020 FLAT RENTS	
ZERO BR	\$478	-\$57	
1 BR	\$554	\$10	
2 BR	\$674	\$5	
3 BR	\$876	\$2	
4 BR	\$1,103	\$14	

**Attachment “B” - Housing Needs at Berwick Housing Authority
Berwick Housing Authority (07-01-2019)**

As has been stated in previous Annual Plans it is believed that in lieu of the LHC Housing Needs Assessment that is part of the current Consolidated Plan, due to the remote and extremely diverse nature of St Mary Parish a more reliable measure of the need for affordable housing in the local area is a review of the housing agency’s waiting list. Another factor hard to properly analyze is that until recently local housing agencies have for the most part closed their waiting lists and the current actual numbers may not reflect the real need as it exists.

An analysis of the current Berwick Housing Authority (BHA) Waiting List indicate that there are 11 applicants on the list, which is a 40% decrease from last year, and lower than the usual average of 18 applicants. That may be indicative of the number of families moving out of the area to seek better employment conditions than are available right now in St Mary Parish.

An analysis of the applicants currently on the waiting list indicates that 82% are extremely low-income families (at or below 30% AMI), which is a continuing increase; last year it was 72%, up from 60% from the year before that. Eighteen percent (18%) of applicants are very low-income families which is slightly less than last year. And there are no Low-income families on the waiting list this year. Families with children now comprise 54%, which is up substantially from the 33% of the applicants previously.

With regard to BR size the number requesting 1 BR units has decreased to 36% from the previous 72%, with applicants for 2 BR units increasing to 27% as compared to 11% last year. Applicants for 3 BR units doubled to 36%, and there were no applicants for 4 BR apartments. The percentage of white and black families on the waiting list has changed with white families at 27% (30% decrease), and black families at 73% (40% increase) from last year.

**Attachment “C” - Deconcentration Policy
Berwick Housing Authority**

Deconcentration Policy

It is the policy of the Berwick 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 Berwick 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 "D" – Rent Collection Policy – (Paragraph 6 Revised)
Berwick Housing Authority**

Rent Collection Policy

The policy of the **Berwick Housing Authority** for the **Collection of Rent, Security Deposits, and Pet Deposits**

1. GENERAL

1. Rent is due on or before the 1st day of each month and is delinquent after the fifth (5th) day of the month. All payments received after 4:00 P.M. shall be dated the next workday, but for delinquency purposes they will have the actual payment date noted on the receipt.
2. Excess utilities are due the fifteenth day after the notice of the charge.
3. Maintenance charges and all other charges are due the fifteenth day after notification of the change (i.e. Work Order copy, letter, etc.). Maintenance charges and other charges, not otherwise mentioned in this policy, appearing on rental accounts are due the fifteenth day following written notification of the charge.
4. All payments received shall be applied to the oldest debt first, unless some charges are currently contested under a written grievance.
5. No amount shall be considered too small to issue an eviction warrant.
6. Management reserves the right to waive late charges or to accept payments after the delinquency date as determined on a case by case basis.

2. RENTAL PAYMENTS AFTER THE DELINQUENCY DATE

The PHA may assess a late charge to all residents, except those residents who have received a waiver, on the delinquency date.

Payments tendered by residents after the delinquency date and prior to a demand notice will be accepted by management provided all rent and other charges then due are paid in full. No partial payments will be accepted after the delinquency date.

- a) No payments will be accepted after the expiration of the eviction notice unless the resident has made a written request for late payment and delay of court action such request has been determined and approved for only those reasons which are genuine emergencies as determined by the PHA management, or upon completion of rent counseling as outlined in Section 4 below.
- b) A resident will be allowed to tender rent and other charges then due in full after termination of the dwelling lease only twice within a twelve month period (PHA fiscal year), and then only after completion of rent counseling.
- c) Failure to make payments when due and before expiration of the dwelling lease termination, shall result in an issuance of a dispossessory warrant upon expiration of all legal notices.

3. PROCEDURES AFTER THE EXPIRATION OF THE TERMINATION OF THE DWELLING LEASE

1. Immediately after the expiration of the lease termination notice, management will issue a demand notice.
2. No payments will be accepted after the demand notice is issued except from residents who have an approved request for late payment or complete a rent counseling as outlined in 1G.1(D), provided the rent counseling is completed prior to the issuance of a dispossessory warrant.

4. RETROACTIVE RENT CHARGES

Retroactive Rent Charges will be due and payable within 7 days of written notice unless arrangements are made prior to this day to make installment payments. Normally retroactive rent installment payments must be computed not to exceed a three (3) month pay off. If the amounts are large and the resident will not be able to pay off the retro rent charge within three (3) months a repayment schedule may be established allowing a longer period, provided the resident agrees to pay the principal.

5. VACATED RESIDENTS WITH BALANCES

Vacated residents will have seven (7) days from the date of the statement of Refund of Security Deposit and Unearned Rent to pay the account or make arrangements for payment. Accounts will be reported to the Credit Bureau and collection action will be taken after the expiration of this time period.

6. COLLECTIONS AND DEPOSIT PROCEDURES - REVISED

1. Only money orders or checks are collected for charges which include (rent, late fees, security deposit, pet deposit, work order charges, repayment plans and any other miscellaneous charges). Once a check comes back NSF, only money orders will be taken.
2. Concerning Security Deposit and Pet Deposit - separate checks from rent and other charges due to the fact that deposits have a separate bank account.
3. Tenant comes to office to pay or drops in the drop box. Rent is posted in the rent system (PHA Web). Two (2) copies of the rent receipt is printed. (1) is date stamped paid and initialed by person taking the rent (which is usually the housing specialists) and given to the resident. The other copy is put in the rent collection folder on the cabinet for use at the end of day closeout.
4. Checks & or money orders are stamped for deposit and put in money bag in locked drawer at front counter.
5. At the end of the day checks & money orders are copied (1 copy). A rent receipt report is printed.

A tape is run for:

1. Original checks & money orders
2. Copies of checks & money orders
3. Rent receipt report
4. Copy of receipts (that were kept in folder)

All balances must equal. The assistant director runs the tape.

6. Rent is posted in system and PH Accounts receivable apply payments transaction report is printed. (3 copies).
7. The bank deposit slip is made out and 3 copies are made.
8. Packets are put together as follows:
 - a. Original bank deposit slip and original checks and money orders – to be deposited at bank, (either by asst. director or director).
 - b. Copy of deposit slip, copy of checks, copy of receipt report, and copy of payment transaction report.
 - c. Copy of payment transaction report, copy of rent receipts and copy of deposit slip.
 - d. Copy of payment transaction report, and copy of deposit slip.
9. Housing specialist puts packets together, Asst. Director verifies, then Executive director verifies.
10. Money is then taken to the bank, either by the asst. director, or director.
11. Deposit ticket from the bank is brought back to the office and copied. The original bank ticket goes with item #d. from above (this is placed in cabinet and at the end of the month is sent to the fee account for backup to verify deposits. Copies are attached to items b & c from above and filed in the monthly rent folder.
12. If deposits for the day is less than \$1000.00 they may be held to be deposited the next day. If this happens, they are locked in the vault overnight.

Attachment "E" – Policy for Continued Occupancy for Over-income Families - Revised Berwick Housing Authority

A. 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 Berwick Housing Authority has established a policy to permit continued occupancy of families that are not significantly over-income as designated below.

B. 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 “F” - Violence Against Women Act - Revised
Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick 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 Berwick Housing Authority shall provide its tenants notice of their rights under VAWA including their right to confidentiality and the limits thereof.

**Attachment “G” – Smoke Free Policy
Berwick Housing Authority**

To ensure the quality of air and safety of the residents of **Berwick Housing Authority**, has declared that all apartment buildings owned by **BHA** 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: April 18, 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 **BHA**; 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 of 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-pipe, 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 **Berwick Housing Authority**.

3. Smoke-Free Complex

Effective on 08-01-17, all current tenants, all employees, all guests and all new tenants of **BHA** 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 BHA of Violations.

Tenant and employees shall inform guests of the smoke-free policy. Further, tenant and employees shall promptly report to the **BHA** 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. BHA to Promote Smoke-Free Policy

In order to inform guests of smoke-free policy, the **BHA** 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. BHA Not a Guarantor of Smoke-Free Environment.

The **BHA** 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 **BHA**, 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 **BHA** shall take reasonable steps to enforce the terms of its leases and to make the rental complex smoke-free. **BHA** is not required to take steps in response to smoking unless the **BHA** knows of said smoking or has been given a report of said smoking.

7. Effect of Violation of the Policy

1st Violation: Verbal discussion with the property manager and a breach of no-smoking policy letter

2nd 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.

3rd Violation: Eviction letter, which results in either eviction or a probationary agreement.

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 BHA uses a Pre-application for the initial process for families wishing to apply for housing at the agency. The BHA 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 BHA 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 initialed 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

BERWICK HOUSING AUTHORITY

LEASE ADDENDUM

RESOLUTION #

Effective:

The Purpose of this lease addendum is to add the following items:

Under 1. – INITIAL PERIOD OF LEASE and RENEWAL

The BHA may cancel this lease without any cause by providing notice as stated in paragraph 12 of this dwelling Lease.

Under 12 E: TERMINATION OF LEASE and EVICTION

TERMINATION WITHOUT CAUSE: In addition to the above, BHA may terminate this lease, **without any cause**, by providing written notice of termination to the resident. This notice of termination shall require the resident to vacate the premises no later than thirty (30) days after date of the notice. This written notice shall be hand delivered to the resident, and if the resident is not available to receive the notice then delivery to the resident may be completed by placing the notice on the front door of the unit occupied by the resident. The resident is not granted any right of hearing with the BHA to challenge or otherwise contest termination exercised by BHA pursuant to this paragraph.

Resident Signature

Date