

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

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

PHA Plan Agency Identification

PHA Name: Berwick Housing Authority

PHA Number: LA 056

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

To provide quality, affordable housing and human resources for a special clientele that will promote self-sufficiency, as well as, to protect and serve the people of the community.

A top performing agency that provides quality and affordable housing; contributing to safe communities and encouraging individuals to become self-sufficient.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing (Also Additional below)

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment (Also Additional Below)

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: (Install security lights)
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)

Other Goals and Objectives developed by the Berwick Housing Authority are designed to accomplish the mission stated above in a professional and fiscally prudent manner as follows:

Goal One: To increase resident/community participation in programs of the Berwick Housing Authority.

Objectives:

1. Increase resident participation in resident council and/or advisory committees by 25%.
2. Establish liaison committee of residents with other housing agencies to broaden access to programs that may benefit the BHA's residents.

Goal Two: Manage the Berwick Housing Authority's housing program in such a manner as to assure the continuance of qualifying as a high performer.

Objectives:

1. By December 31, 2000, the Berwick Housing Authority shall maintain a waiting list of sufficient size in order to readily fill vacant units as they become vacant.
2. The Berwick Housing Authority will update all policies and procedures by December 31, 2000.
3. Continue to respond to emergencies within twenty-four hours, and expand preventative maintenance program.
4. Pursue and dedicate funding available to modernize housing units.

Goal Three: The Berwick Housing Authority shall promote self-sufficiency and asset development of financially disadvantaged families and individuals.

Objectives:

1. The Berwick Housing Authority shall access programs that can assist its residents to develop employment, economic opportunities, and improved quality of life skills for residents.
2. The Berwick Housing Authority shall encourage movement to employment and expanded employment by implementing such measures as modifying rent increases and employment of ceiling and flat rents to remove disincentives for employment.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Attachment "E" (Page 47)

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment "A") Page 43
- FY 2000 Capital Fund Program Annual Statement (Attch. "B") LA056b01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attachment "C") Page 45
- FY 2000 Capital Fund Program 5 Year Action Plan (Attch. "D") LA056d01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Executive Summary (Attachment "E") Page 47
Housing Needs and PHA Strategy (Attachment "F") Page 49

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,333	5	5	3	1	5	2
Income >30% but <=50% of AMI	1,046	4	5	3	1	5	2
Income >50% but <80% of AMI	160	3	3	3	1	4	2
Elderly	804	5	4	3	1	3	2
Families with Disabilities	291	4	3	3	1	3	2
White	1,610	3	2	3	1	3	2
Black	2,414	5	5	3	1	5	2
Hispanic	39	3	3	3	1	4	2
Asian	20	3	3	3	1	4	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	42		
Extremely low income <=30% AMI	37	88.1	
Very low income (>30% but <=50% AMI)	5	11.9	
Low income (>50% but <80% AMI)	0	0	
Families with			

Housing Needs of Families on the Waiting List			
children	42	100	
Elderly families	0	0	
Families with Disabilities	6	14.3	
White	22	52.4	
Black	20	47.6	
Hispanic	0	0	
Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	38.1	
2 BR	9	21.4	
3 BR	15	35.7	
4 BR	2	4.8	
5 BR	0	0	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

See Attachment "F" Page 49

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	118,280	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	206,385	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
3. Public Housing Dwelling Rental Income	194,430	Public Housing Operations
4. Other income (list below)		
Investment Income	15,492	Public Housing Operations
Non Dwelling Income	1,440	Public Housing Operations
Other Income	1,920	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	538,945	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) 5
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
When Placed on waiting list.

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

(3) Assignment

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

(4) Admissions Preferences

- a. Income targeting:
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing *Omit*

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 Federal public housing
 Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Flat Rents that were established at the higher of the ceiling rent or 80% of the net FMR's (FMR less an allowance for utilities) as published by HUD for St Mary Parish Section 8 Agencies.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. Attachment "C" – Page 45
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	X	20
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
BHA Operations and Maintenance Policy
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment "B" [File name: LA056b01] [Microsoft Excel]

or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as Attachment "D" – [File name: LA056d01] [Microsoft Excel]

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of

1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Mahfouz Homes
1b. Development (project) number:	LA 56-1
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(17/05/99)
5. Number of units affected:	2
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 9/1/66 b. Projected end date of activity: 3/30/00

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following

table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
4 of 5 current PHA Employees are residents, Incl. Exec. Director				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:

 - Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)

- c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

- 1. Consolidated Plan jurisdiction: (provide name here) State of Louisiana

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- a) Establish liaison committee of residents with other housing agencies to broaden access to programs that may benefit the BHA's residents.
- b) Pursue and dedicate funding available to modernize housing units.
- c) The Berwick Housing Authority shall access programs that can assist its residents to develop employment, economic opportunities, and improved quality of life skills for residents.

Other: (list below)

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

Letter from Ms Susan Elkins, Director of La. Office of Community Development, dated 10/30/99 certifying that Plan is consistent with State's Consolidated Plan.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

ATTACHMENT “A”

Berwick Housing Authority

Deconcentration Policy - Section “T” of ACOP

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

The Berwick Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

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

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

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

ATTACHMENT “B”
Berwick Housing Authority

FY 2000 Capital Fund Program Annual Statement

This Attachment Submitted as a Separate File Named: LA056b01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

Annual Statement Attachment "B"
Capital Fund Program (CFP) Part I: Summary

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

HA Name: BERWICK HOUSING AUTHORITY	Capital Fund Grant Number LA48P 056 71000	FFY of Grant Approval 2000
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised
1	Total Non-CGP Funds	0.00	
2	1406 Operations	0.00	
3	1408 Management Improvements	24,000.00	
4	1410 Administration	3,250.00	
5	1411 Audit	0.00	
6	1415 Liquidated Damages	0.00	
7	1430 Fees and Costs	29,420.00	
8	1440 Acquisition	0.00	
9	1450 Site Improvement	40,500.00	
10	1460 Dwelling Structures	80,700.00	
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	
12	1470 Nondwelling Structures	15,000.00	
13	1475 Nondwelling Equipment	7,500.00	
14	1485 Demolition	0.00	
15	1490 Replacement Reserve	0.00	
16	1492 Moving to Work Demonstration	0.00	
17	1495.1 Relocation Costs	2,000.00	
18	1498 Mod used for Development	0.00	
19	1502 Contingency (May not exceed 8% of line 20)	5,000.00	
20	Amount of Annual Grant (Sum of Lines 2 - 19)	207,370.00	
21	Amount of Line 20 Related to LBP Activities	0.00	
22	Amount of Line 20 related to Section 504 Compliance	0.00	
23	Amount of Line 20 Related to Security	0.00	
24	Amount of Line 2019 Related to Energy Conservation Measures	0.00	

Signature of Executive Director and Date <p style="text-align: center;">November 16, 1999</p> <hr/> MARY J. NUNN, EXEC DIRECTOR	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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**DONALDSONVILLE HOUSING AUTHORITY
BUDGET SUMMARY - 1996 CIAP**

BUDGET1.XLS	PHA WIDE	PRICE	QUAN	LA 43-1	QUAN	LA 43-2	COST
1460 PHYSICAL IMPROV							
A. REPAIR SHEETRCK/ PLASTER CEILINGS		2	10,800	21,600	16,000	32,000	53,600
B. REPLACE HOT WATER HEATERS		325	30	9,750	50	16,250	26,000
C. REVENT HOT WATER HEATERS		200		0	50	10,000	10,000
D. REPLACE LIGHT FIXTURES		250	60	15,000		0	15,000
E. GFI OUTLETS		100	60	6,000	100	10,000	16,000
F. REPLACE EXT DOORS		375		0	20	7,500	7,500
G. REPLACE SCREEN DOORS		185		0	80	14,800	14,800
H. INSTALL RANGE HOODS		315	60	18,900	100	31,500	50,400
1460 SUB TOTAL	0			71,250		122,050	193,300
1450 SITEWORK							
A. REPL ELEC DIST-CNVRT TO PWR CO (TREES)				70,000		5,000	75,000
B. REPAIR WATER LINE/REPL VALVES				7,500			7,500
C. EARTH FILL FOR YARD DRAINAGE				3,000		0	3,000
D. OVERLAY SIDEWALKS				7,000		0	7,000
E. INSTALL PVC COATED CHAIN LINK FENCING		16		0	700	11,200	11,200
1450 SUB TOTAL				87,500		16,200	103,700
1470 NON DWELLING STRUCT							
1470 SUBTOTAL				0		0	0
1430 A/E FEE							
				11,113		9,678	20,790
1408 MGMT IMPROV							
ED STAFF TRAINING				1,000		1,500	2,500
MAINT TRAINING				500		1,000	1,500
TUTOR PROGRAM				5,000		7,000	12,000
DEVELOP MAINTENANCE PROGRAM				2,000		3,000	5,000
FAMILY TRAINING PRG				2,000		3,000	5,000
1408 SUB TOTAL				10,500		15,500	26,000
1465 APPLIANCES							
				15,000			15,000
1475 NON DWELL EQUIP							
COMPUTER - NETWORK				2,000		3,000	5,000
TRUCK				8,500		10,000	18,500
DUMPSTERS				1,500		2,780	4,280
1475 SUBTOTAL				12,000		15,780	27,780
1495.1 RELOCATION							
							0
PROJ SUBTOTAL				207,363		179,208	386,570
1430B GRANT MGMT							
				6,221		5,376	11,597
1430C APP COST							
				750		1,250	2,000
PROJ TOTAL				214,334		185,834	400,167
SUMMARY							
1408 MGMT IMPROV				10,500		15,500	26,000
1410 ADMIN COSTS				0		0	0
1430 FEES AND COSTS				18,084		16,304	34,387
1450 SITEWORK				87,500		16,200	103,700
1460 DWELL IMPROV				71,250		122,050	193,300
1465 DWELL EQUIP				15,000		0	15,000
1470 NON DWELL STRCT				0		0	0
1475 NON DWELL EQUIP				12,000		15,780	27,780
1495 RELOCATION				0		0	0
PROJECT TOTAL				214,334		185,834	400,167
NON CIAP FUNDS (FROM RESERVE)				45,000		5,000	50,000
CIAP FUNDS	0			169,334		180,834	350,167

**DONALDSONVILLE HOUSING AUTHORITY
BUDGET SUMMARY - 1996 CIAP**

BUDGET1.XLS	PHA WIDE		QUAN	LA 43-1	QUAN	LA 43-2	COST
1460 PHYSICAL IMPROV							
A. REPAIR SHEETRCK/ PLASTER CEILINGS			12,000	21,600	16,000	32,000	53,600
B. REPLACE HOT WATER HEATERS			30	9,750	50	16,250	26,000
C. REVENT HOT WATER HEATERS				0	50	10,000	10,000
D. REPLACE LIGHT FIXTURES			60	15,000		0	15,000
E. GFI OUTLETS			60	6,000	100	10,000	16,000
F. REPLACE EXT DOORS				0	20	7,500	7,500
G. REPLACE SCREEN DOORS				0	80	14,800	14,800
H. INSTALL RANGE HOODS			60	18,900	100	31,500	50,400
1460 SUB TOTAL				71,250		122,050	193,300
1450 SITEWORK							
A. REPL ELEC DIST-CNVRT TO PWR CO (TREES)				70,000		5,000	75,000
B. REPAIR WATER LINE/REPL VALVES				7,500		0	7,500
C. EARTH FILL FOR YARD DRAINAGE				3,000		0	3,000
D. OVERLAY SIDEWALKS				7,000		0	7,000
E. INSTALL PVC COATED CHAIN LINK FENCING				0	700	11,200	11,200
1450 SUB TOTAL				87,500		16,200	103,700
1470 NON DWELLING STRUCT							
1470 SUBTOTAL				0		0	0
1430 A/E FEE							
				11,113		9,678	20,790
1408 MGMT IMPROV							
ED STAFF TRAINING				1,000		1,500	2,500
MAINT TRAINING				500		1,000	1,500
TUTOR PROGRAM				5,000		7,000	12,000
DEVELOP MAINTENANCE PROGRAM				2,000		3,000	5,000
FAMILY TRAINING PRG				2,000		3,000	5,000
1408 SUB TOTAL				10,500		15,500	26,000
1465 APPLIANCES							
				15,000			15,000
1475 NON DWELL EQUIP							
COMPUTER - NETWORK				2,000		3,000	5,000
TRUCK				8,500		10,000	18,500
DUMPSTERS				1,500		2,780	4,280
1475 SUBTOTAL				12,000		15,780	27,780
1495.1 RELOCATION							
							0
PROJ SUBTOTAL				207,363		179,208	386,570
1430B GRANT MGMT							
				6,221		5,376	11,597
1430C APP COST							
				750		1,250	2,000
PROJ TOTAL				214,333		185,834	400,167
SUMMARY							
1408 MGMT IMPROV				10,500		15,500	26,000
1410 ADMIN COSTS				0		0	0
1430 FEES AND COSTS				18,083		16,304	34,387
1450 SITEWORK				87,500		16,200	103,700
1460 DWELL IMPROV				71,250		122,050	193,300
1465 DWELL EQUIP				15,000		0	15,000
1470 NON DWELL STRCT				0		0	0
1475 NON DWELL EQUIP				12,000		15,780	27,780
1495 RELOCATION				0		0	0
PROJECT TOTAL				214,333		185,834	400,167
NON CIAP FUNDS (FROM RESERVE)				45,000		5,000	50,000
CIAP FUNDS	0			169,333		180,834	350,167

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

Part II: Supporting Pages

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

BERWICK HA 2000 CFP

Development	General Description of Major Work Categories	Development Acct. Number	Quantity	Total Estimated Cost	
				Original	Revised
LA 56-1	1450 SITE IMPROVEMENTS	1450			
	A. MODIFY WALKS FOR VISITABILITY		200	2,000	
	B. LANDSCAPING		1	1,500	
	SUBTOTAL			3,500	
LA 56-2	A. MODIFY WALKS FOR VISITABILITY	1450	200	2,000	
	B. LANDSCAPING		1	1,500	
	SUBTOTAL			3,500	
	LA 56-3		A. MODIFY WALKS FOR VISITABILITY	1450	200
B. LANDSCAPING		1	1,500		
C. REPLACE SEWER LINE		1000	30,000		
SUBTOTAL			33,500		
	TOTAL 1450	1450		40,500	
	1460 DWELLING IMPROV				
	REBUILD SHOWERS		10	22,700	
	KITCHENS		10	23,000	
	INT/EXT PAINTING/FORTIN DR		10	10,000	
	REPLACE FURNACES		15	25,000	
	1460 SUB TOTAL	1460		80,700	
	1470 NON-DWELLING STRUCTURES	1470			
LA 56-2	MODIFY OLD OFFICE FOR RESIDENTS CENTER AT LA 56-1			15,000	
		1470		15,000	
		PAGE TOTAL		73,500	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. 2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date _____ Signature of Public Housing Director/Office of Native American Programs Administrator and Date _____

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

Part III: Implementation Schedule

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

BERWICK HA 2000

Development	All Funds Obligated		All Funds Expended	
	Original	Revised	Original	Revised
LA 56-1	03/31/01		09/30/02	
LA 56-2	03/31/01		09/30/02	
LA 56-2	03/31/01		09/30/02	
PHA WIDE	03/31/01		09/30/02	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. 2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date _____ Signature of Public Housing Director/Office of Native American Programs Administrator _____

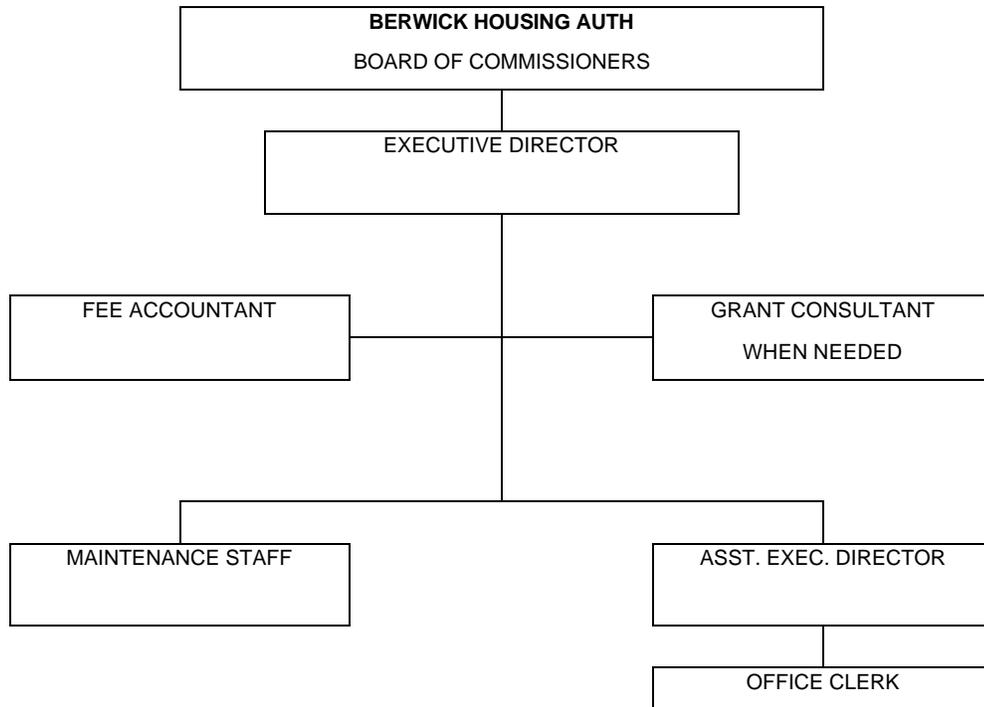
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and Date

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ATTACHMENT "C"
Berwick Housing Authority

**BERWICK HOUSING AUTHORITY
ORGANIZATIONAL CHART**



ATTACHMENT “D”
Berwick Housing Authority

FY 2000 Capital Fund Program 5 Year Action Plan

This Attachment Submitted as a Separate File Named: LA056d01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

**Five-Year Action Plan
Part I: Summary**

Attachment "D"

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

Capital Fund Program (CFP)

HA Name: BERWICK HOUSING AUTHORITY		Locality: (City/County & State) BERWICK, ST MARY, LOUISIANA		Original <input checked="" type="checkbox"/>	Revision No. _____
A. DEVELOPMENT NUMBER/NAME	Work Statement For Year 1 FFY: 2000	Work Statement for Year 2 FFY: 2001	Work Statement for Year 3 FFY: 2002	Work Statement for Year 4 FFY: 2003	Work Statement for Year 5 FFY: 2004
LA 56-1		0	0	54,000	0
LA 56-2		41,550	40,000	98,100	8,000
LA 56-3		108,600	120,150	0	144,500
	Annual				
B. PHYSICAL IMPROVEMENTS SUBTOTAL	Statement	150,150	160,150	152,100	152,500
C. MANAGEMENT IMPROVEMENTS		20,000	20,000	20,000	20,000
D. HA-WIDE NON DWELLING STRUCT & EQUIPMENT		10,000	0	0	0
E. ADMINISTRATION		3,250	3,250	3,250	3,250
F. OTHER		22,982	22,950	31,000	31,000
G. OPERATIONS		0	0	0	0
H. DEMOLITION		0	0	0	0
I. REPLACEMENT RESERVE		0	0	0	0
J. MOD USED FOR DEVELOPMENT		0	0	0	0
K. TOTAL CFP FUNDS		206,382	206,350	206,350	206,750
L. TOTAL NON-CFP FUNDS		0	0	0	0
M. GRAND TOTAL		206,382	206,350	206,350	206,750
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator and Date		
_____ MARY J. NUNN, EXEC DIRECTOR			_____ November 16, 1999		

**DONALDSONVILLE HOUSING AUTHORITY
BUDGET SUMMARY - 1996 CIAP**

BUDGET1.XLS	PHA WIDE	PRICE	QUAN	LA 43-1	QUAN	LA 43-2	COST
1460 PHYSICAL IMPROV							
A. REPAIR SHEETRCK/ PLASTER CEILINGS		2	10,800	21,600	16,000	32,000	53,600
B. REPLACE HOT WATER HEATERS		325	30	9,750	50	16,250	26,000
C. REVENT HOT WATER HEATERS		200		0	50	10,000	10,000
D. REPLACE LIGHT FIXTURES		250	60	15,000		0	15,000
E. GFI OUTLETS		100	60	6,000	100	10,000	16,000
F. REPLACE EXT DOORS		375		0	20	7,500	7,500
G. REPLACE SCREEN DOORS		185		0	80	14,800	14,800
H. INSTALL RANGE HOODS		315	60	18,900	100	31,500	50,400
1460 SUB TOTAL	0			71,250		122,050	193,300
1450 SITEWORK							
A. REPL ELEC DIST-CNVRT TO PWR CO (TREES)				70,000		5,000	75,000
B. REPAIR WATER LINE/REPL VALVES				7,500			7,500
C. EARTH FILL FOR YARD DRAINAGE				3,000		0	3,000
D. OVERLAY SIDEWALKS				7,000		0	7,000
E. INSTALL PVC COATED CHAIN LINK FENCING		16		0	700	11,200	11,200
1450 SUB TOTAL				87,500		16,200	103,700
1470 NON DWELLING STRUCT							
1470 SUBTOTAL				0		0	0
1430 A/E FEE							
				11,113		9,678	20,790
1408 MGMT IMPROV							
ED STAFF TRAINING				1,000		1,500	2,500
MAINT TRAINING				500		1,000	1,500
TUTOR PROGRAM				5,000		7,000	12,000
DEVELOP MAINTENANCE PROGRAM				2,000		3,000	5,000
FAMILY TRAINING PRG				2,000		3,000	5,000
1408 SUB TOTAL				10,500		15,500	26,000
1465 APPLIANCES							
				15,000			15,000
1475 NON DWELL EQUIP							
COMPUTER - NETWORK				2,000		3,000	5,000
TRUCK				8,500		10,000	18,500
DUMPSTERS				1,500		2,780	4,280
1475 SUBTOTAL				12,000		15,780	27,780
1495.1 RELOCATION							
							0
PROJ SUBTOTAL				207,363		179,208	386,570
1430B GRANT MGMT							
				6,221		5,376	11,597
1430C APP COST							
				750		1,250	2,000
PROJ TOTAL				214,334		185,834	400,167
SUMMARY							
1408 MGMT IMPROV				10,500		15,500	26,000
1410 ADMIN COSTS				0		0	0
1430 FEES AND COSTS				18,084		16,304	34,387
1450 SITEWORK				87,500		16,200	103,700
1460 DWELL IMPROV				71,250		122,050	193,300
1465 DWELL EQUIP				15,000		0	15,000
1470 NON DWELL STRCT				0		0	0
1475 NON DWELL EQUIP				12,000		15,780	27,780
1495 RELOCATION				0		0	0
PROJECT TOTAL				214,334		185,834	400,167
NON CIAP FUNDS (FROM RESERVE)				45,000		5,000	50,000
CIAP FUNDS	0			169,334		180,834	350,167

**DONALDSONVILLE HOUSING AUTHORITY
BUDGET SUMMARY - 1996 CIAP**

BUDGET1.XLS	PHA WIDE		QUAN	LA 43-1	QUAN	LA 43-2	COST
1460 PHYSICAL IMPROV							
A. REPAIR SHEETRCK/ PLASTER CEILINGS			12,000	21,600	16,000	32,000	53,600
B. REPLACE HOT WATER HEATERS			30	9,750	50	16,250	26,000
C. REVENT HOT WATER HEATERS				0	50	10,000	10,000
D. REPLACE LIGHT FIXTURES			60	15,000		0	15,000
E. GFI OUTLETS			60	6,000	100	10,000	16,000
F. REPLACE EXT DOORS				0	20	7,500	7,500
G. REPLACE SCREEN DOORS				0	80	14,800	14,800
H. INSTALL RANGE HOODS			60	18,900	100	31,500	50,400
1460 SUB TOTAL				71,250		122,050	193,300
1450 SITEWORK							
A. REPL ELEC DIST-CNVRT TO PWR CO (TREES)				70,000		5,000	75,000
B. REPAIR WATER LINE/REPL VALVES				7,500		0	7,500
C. EARTH FILL FOR YARD DRAINAGE				3,000		0	3,000
D. OVERLAY SIDEWALKS				7,000		0	7,000
E. INSTALL PVC COATED CHAIN LINK FENCING				0	700	11,200	11,200
1450 SUB TOTAL				87,500		16,200	103,700
1470 NON DWELLING STRUCT							
1470 SUBTOTAL				0		0	0
1430 A/E FEE							
				11,113		9,678	20,790
1408 MGMT IMPROV							
ED STAFF TRAINING				1,000		1,500	2,500
MAINT TRAINING				500		1,000	1,500
TUTOR PROGRAM				5,000		7,000	12,000
DEVELOP MAINTENANCE PROGRAM				2,000		3,000	5,000
FAMILY TRAINING PRG				2,000		3,000	5,000
1408 SUB TOTAL				10,500		15,500	26,000
1465 APPLIANCES							
				15,000			15,000
1475 NON DWELL EQUIP							
COMPUTER - NETWORK				2,000		3,000	5,000
TRUCK				8,500		10,000	18,500
DUMPSTERS				1,500		2,780	4,280
1475 SUBTOTAL				12,000		15,780	27,780
1495.1 RELOCATION							
							0
PROJ SUBTOTAL				207,363		179,208	386,570
1430B GRANT MGMT							
				6,221		5,376	11,597
1430C APP COST							
				750		1,250	2,000
PROJ TOTAL				214,333		185,834	400,167
SUMMARY							
1408 MGMT IMPROV				10,500		15,500	26,000
1410 ADMIN COSTS				0		0	0
1430 FEES AND COSTS				18,083		16,304	34,387
1450 SITEWORK				87,500		16,200	103,700
1460 DWELL IMPROV				71,250		122,050	193,300
1465 DWELL EQUIP				15,000		0	15,000
1470 NON DWELL STRCT				0		0	0
1475 NON DWELL EQUIP				12,000		15,780	27,780
1495 RELOCATION				0		0	0
PROJECT TOTAL				214,333		185,834	400,167
NON CIAP FUNDS (FROM RESERVE)				45,000		5,000	50,000
CIAP FUNDS	0			169,333		180,834	350,167

**Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Fund Program (CFP)**

OMB Approval No. 2577-01

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

BERWICK HA 2000

Work Statement FFY: 2000	Work Statement for Year 2 FFY: 2001			Work Statement for Year 3 FFY: 2002		
	of Major Work Categories	Quantity	Estimated Cost	of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	LA 56-2			LA 56-2		
	1450 SITEWORK			1450 SITEWORK		
	REPLACE SEWER LINE	1400	41,550	REPLACE SEWER LINE	1000	
	1450 SUB TOTAL		41,550	1450 SUB TOTAL		
	1470 NON-DWELL STRUCT			1470 NON-DWELL STRUCT		
	OFFICE		10,000	SHOP		
	LA 56-3			LA 56-3		
	1460 PHYSICAL IMPROV			1460 PHYSICAL IMPROV		
	REBUILD SHOWERS	15	34,000	REBUILD SHOWERS	15	
	KITCHENS	15	34,600	KITCHENS	15	
	INT/EXT PAINTING/FORTIN DR	15	15,000	INT/EXT PAINTING/FORTIN DR	15	
	REPLACE FURNACES	15	25,000	REPLACE FURNACES	15	
	1460 SUB TOTAL		108,600	1460 SUB TOTAL		
				1450 SITEWORK		
				REPLACE SEWER LINE	400	
			1450 SUB TOTAL			
	Subtotal of Estimated Cost		\$160,150	Subtotal of Estimated Cost		

**Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Capital Fund Program (CFP)**

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

BERWICK HA 200

Estimated Cost	Work Statement FFY: 2000	Work Statement for Year 4 FFY: 2003			Work Statement for Year 5 FFY: 2004	
		of Major Work Categories	Quantity	Estimated Cost	of Major Work Categories	Estimated Cost
	See Annual Statement	LA 56-1			LA 56-3	
30,000		1460 PHYSICAL IMPROV CONSTRUCT STORAGE BUILDINGS	30	54,000	1460 PHYSICAL IMPROV CONSTRUCT STORAGE BUILDINGS	
30,000					KITCHENS	
					INT/EXT PAINTING	
					REPLACE FURNACES	
10,000		LA 56-2			1460 SUB TOTAL	
		1460 PHYSICAL IMPROV CONSTRUCT STORAGE BUILDINGS	50	98,100		
34,000					LA 56-2	
34,600					1460 PHYSICAL IMPROV	
15,000					SHOWER REPAIR	
25,000						
108,600						
11,550						
11,550						
\$160,150		Subtotal of Estimated Cost		\$152,100	Subtotal of Estimated Cost	

**Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)**

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

10

		Work Statement FFY: 2000	Work Statement for Year 2 FFY: 2001			Work Statement 1 FFY: 2001
Quantity	Estimated Cost		of Major Work Categories	Quantity	Estimated Cost	of Major Work Categories
		See Statement	MANAGEMENT IMPROVEMENTS			MANAGEMENT IMPROVEMENTS
50	90,000		ED STAFF TRAINING	2,000	ED STAFF TRAINING	
10	20,000		MAINT TRAINING	1,500	MAINT TRAINING	
10	10,000		TUTOR PROGRAM	12,000	TUTOR PROGRAM	
15	24,500		FAMILY TRAINING PRG	4,500	FAMILY TRAINING PRG	
	144,500		1408 SUB TOTAL	20,000	1408 SUB TOTAL	
6	8,000					
Estimated Cost			Subtotal of Estimated Cost		\$20,000	
	\$152,500					

**Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)**

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

BERWICK HA 2000

Work Statement FF		Work Statement FFY: 2000	Work Statement for Year 4 FFY: 2003	Work Statement FFY: 2003
Quantity	Estimated Cost		Quantity	Estimated Cost
of Major Work Categories			of Major Work Categories	
		See	MANAGEMENT IMPROVEMENTS	MANAGEMENT IMPROVEMENTS
	2,000	Statement	ED STAFF TRAINING	2,000 ED STAFF TRAINING
	1,500		MAINT TRAINING	1,500 MAINT TRAINING
	12,000		TUTOR PROGRAM	12,000 TUTOR PROGRAM
	4,500		FAMILY TRAINING PRG	4,500 FAMILY TRAINING PRG
	20,000		1408 SUB TOTAL	20,000 1408 SUB TOTAL
Subtotal of Estimated Cost		\$20,000	Subtotal of Estimated Cost	
			\$20,000	

ATTACHMENT “E”
Berwick Housing Authority

In compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and ensuing HUD requirements, the Berwick Housing Authority Housing and Urban Development. The BHA Agency Plan is in the form of a streamline plan for high performing agencies as provided for in the QHWRA.

part of the hub of the offshore oil industry. It is the oldest settlement in St. Mary Parish with a population of approx 4,375 persons. Approximately 6.3% of the households in Waterway and is equidistant from the Cities of New Orleans, Baton Rouge, and Lafayette. The Housing Authority (HA) has a total of 130 units in nine locations in the developments contains 50 units on contiguous sites, all of which are duplexes. That development contains a horseshoe shaped street named Guzzetta Drive, which provides the edge of a mixed population neighborhood.

A primary goal of the BHA is to provide and maintain quality affordable housing in a 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

The BHA has adopted a policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income end, the BHA will skip families on the waiting list to reach other families with a lower or higher income. This policy will be implemented in a uniform and non-discriminating

The BHA has instituted several rental options designed to increase flexibility and encourage movement from welfare to work and expanded employment of the residents.

according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will fully

greater of 30% of adjusted monthly income or 10% of monthly income, and will retained the existing ceiling rent policy and amounts. The BHA will institute a new

net FMR's (FMR less an allowance for utilities) as published by HUD for St Mary Parish Section 8 Agencies.

Executive Summary (Con't)

In an effort to assist families with special housing needs the BHA has adopted a schedule of preferences that otherwise eligible families can claim to improve their chances of getting housed. In general families may claim a preference if the head of household is elderly or disabled, or currently working and has been employed for at least the last six months, or is currently enrolled as a full-time student, at a nearby university or vocational institution. Families may also claim a preference if there are four more minor children that will be living in the household, and or if within the last six months, the family has been the victim(s) of emergency displacement as a result of natural disaster, domestic violence, and other specific situations.

The Berwick Housing Authority (BHA) submitted an unsuccessful application in the amount of \$28,600 under the PHDEP Drug Elimination Grant Program for 1999. The application requested funds to install security lighting and fencing at trouble spots in the developments, and included a plan to implement an afterschool elementary and junior high school tutoring program that will include LEAP tutoring. It also included plans to coordinate efforts with the Patterson and Morgan City Housing Authorities for a family training and job readiness workshop program to assist the residents in their Welfare-to-work efforts. Since BHA is not currently deemed an eligible PHA for PHDEP funding, these items will have to be pursued with other funding.

The BHA has set out to be in compliance with the Quality Housing and Work Responsibility Act of 1998 requirement that housing authorities set forth in their Annual Plan a Capital Improvement Plan. As part of its Annual Plan the BHA has prepared an Annual and Five Year Action Plan. The current needs greatly exceed the resources available to meet these needs.

The plans, statements, budget summary, and policies set forth in the Annual Plan all lead to the accomplishment of the BHA goals and objectives. Taken as a whole, they outline a comprehensive approach toward achievement of the stated mission of the Berwick Housing Authority. The plan has been developed with input and participation of the residents and is consistent with the State Consolidated Plan and Comprehensive Housing Affordability Strategy.

The BHA welcomes resident and public input on its Agency Plan.

ATTACHMENT “F”

Housing Needs and PHA Strategy

1.

The Quality Housing and Work Responsibility Act of 1998 requires that Berwick Housing Authority (BHA) set forth in their Annual Plan a assessment of the housing state how it intends to address the needs identified.

Attached is the information contained in the Housing Needs Section of the State relates to Ascension Parish. It shows there is a significant need for additional affordable housing resources in the area. The data is provided in the form of a table. Also, was analyzed as indicated below.

2.

An analysis of the BHA waiting list suggests that over Eighty-eight percent (88.1%) of applicants for housing from BHA are extremely low income families (at or below 30% none from low-moderate income families. Families with children comprise one hundred percent of the applicants, and nearly fourteen percent (14.3%) are families with

The BHA admits an average of ten (10) new families per year to the housing authority, which is an annual turnover rate averaging less than eight percent (7.69%)y. The requests for three bedroom units (30.8%).

It is concluded from information presented in the State CHAS (Fig. B-2 thru B-8) that households are living in overcrowded conditions. Table 1C of the CHAS indicates that of the extremely low income families (at or below 30% AMI) a full 75% of families income in rent. Figures A-2 & 3 of the CHAS indicate that overcrowded households in the low and very low income categories comprises over 85% of the total – causing a

From data presented in the CHAS on housing needs it is concluded that of the 4,024 units needed, over 45% are needed by extremely low income families, and nearly 20%

Of the total it is estimated that 19% of applicants are elderly families, although no elderly families have applied to the housing authority, and nearly 60% of those in need

The BHA used this analysis to prepare the five-year goals and objectives. It reflects the BHA priorities that have been set forth in the Mission Statement.

Housing Needs and PHA Strategy (Con't)

While the BHA cannot meet the entire need identified here, in accordance with the goals included in this Plan, the BHA will try to address some of the identified needs by using appropriate resources to maintain and preserve its existing stock. When appropriate and feasible, it will apply for additional grants from federal, state and local sources, including private sources where appropriate to help add to the affordable housing available in our community.

3. Strategies

A. Strategies that will be used to maximize the number of units available will include but not be limited to the following:

1. Employ effective maintenance and management polices to minimize the number of public housing units off-line.
2. Reduce turnover time for vacated public housing units.
3. Reduce time to renovate public housing units.
4. Investigate housing resources other than public housing funding.

B. Strategies to focus on assistance to lower income families:

1. Adopt rent policies to support and encourage work.
2. Employ admissions preferences aimed at families who are working.

C. Strategies to focus on elderly and disabled families:

1. Implement modifications near elderly and handicap units to improve visitability.

The lack of resources to address the extensive range of housing needs prohibits the BHA from meeting the needs that exist in its jurisdiction. Neither the BHA nor the Federal Government has the resources necessary to accomplish that objective. The only practical thing to do is to apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development over the course of the next year.

Table Library