

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

PHA Plans— St. Charles Parish Housing Authority

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**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: St. Charles Parish Housing Authority

PHA Number: LA094-1

PHA Fiscal Year Beginning: (10/01/00)

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 – 200 Boutte Estates Drive, P.O. Box 448,
Boutte, LA 70039
- 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 – 200 Boutte Estates Drive, P.O. Box 448,
Boutte, LA 70039
- 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)

A copy of this plan and supporting documents are available to agencies, institutions, organizations and political subdivisions which may refer clients.

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

- Main business office of the PHA – 200 Boutte Estates Drive, P.O. Box 448, Boutte,
LA 70039
- 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 PHA's mission is: (state mission here)

The overall mission of the St. Charles Parish Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination. Our strategic goals are: 1) to increase the availability of decent, safe and affordable housing in our communities; 2) to ensure equal opportunity in housing for all; 3) to promote self-sufficiency and asset development of families and individuals, and 4) to improve community quality of life and economic vitality. This mission is consistent with the goals and objectives of HUD and QHWRA. It makes clear that the St. Charles Parish Housing Authority has a role which extends beyond simply housing assistance. The housing provided must support families, neighborhoods, and economic self-sufficiency. Among other matters, it means that the St. Charles Parish Housing Authority will not provide housing which concentrates poverty or fosters dependence.

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 to 2% and maintain a percentage which is equaled to 2% or lower than 2% by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative steps to insure that units are turned around as quickly as possible. Under “normal” circumstances, we propose to implement a 16 day minimum turn around.

Year 1: Reduce the vacancy rate to 2% or maintain a 2% vacancy rate.

Year 2: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

Year 3: Reduce the vacancy rate to 2% or maintain a 2% vacancy rate.

Year 4: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

Year 5: Reduce the vacancy rate to 2 % or maintain a 2% vacancy rate.

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS Advisory score) from 47.6 to 99.5 by 09/30/04. To accomplish this objective, the St. Charles Parish Housing Authority will strictly enforce all policies governing management and maintenance including assuring timely unit turn around and reduce the number of vacancies, assure timely inspections of dwelling units and systems, assure timely response to work orders, assure timely response to resident requested services which will increase customer satisfaction, and assure sound financial management. We proposes our target scores to be as follows:

Baseline (current score): 47.6

Year 1: 57.98

Year 2: 68.36

Year 3: 78.74

Year 4: 89.12

Year 5: 99.5.

Improve voucher management: (SEMAP score)

Increase customer satisfaction to 100% of program participants by improving response time to requests for services by 09/30/04: To accomplish this objective the St. Charles Parish Housing Authority will emphasize customer satisfaction as a top priority. Response time will be improved in areas of work orders for routine, non-routine and emergency calls, application taking, resident requested services, and PHA generated services.

Year 1: Achieve 80% customer satisfaction.

Year 2: Achieve 85% customer satisfaction.

Year 3: Achieve 90% customer satisfaction.
Year 4: Achieve 95% customer satisfaction.
Year 5: Achieve 100% customer satisfaction.

Concentrate on efforts to improve specific management functions by 09/30/99: To accomplish this objective the St. Charles Parish Housing Authority will assure that staff is adequately trained and possess the necessary skills to perform effectively and efficiently. Such management areas as financial management, Admissions and Continued Occupancy, unit inspections, voucher management, and maintenance service delivery will be scheduled on a regular basis to assure continued quality of services. Our implementation schedule is as follows:

Year 1: Attend at least 4 training sessions rotating staff attendance.
Year 2: Attend at least 4 training sessions rotating staff attendance.
Year 3: Attend at least 4 training sessions rotating staff attendance.
Year 4: Attend at least 4 training sessions rotating staff attendance.
Year 5: Attend at least 4 training sessions rotating staff attendance.

Renovate or modernize public housing units by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority had a comprehensive needs assessment conducted which revealed that units are in need of renovations including the installation of air conditioning, replacing deteriorated windows, installing security screens where none exists. Also, the PHA recently organized a resident council. There is a lack of meeting space. A community room is needed which would contain a computer learning center as well as other educational incentives and motivational materials. Further, the needs assessment indicated that the PHA's water system, which is master metered, needs upgrading to accommodate individual water meters. The PHA proposes to transfer the water system to the parish water department. However, if this becomes not feasible, the PHA proposes to surcharge residents for excessive water usage. The needs assessment further indicated that the current play ground equipment presents a safety hazard for children. We propose to remove existing play equipment and install new equipment. Additional space is needed to park maintenance vehicles during evening hours. Our implementation schedule is reflected as follows:

Year 1: Install A/C, windows and screens at 30 units, upgrade water system
Year 2: Install A/C, windows and screens at 30 units, upgrade play equipment
Year 3: Install A/C, windows and screens at 30 units, repair sidewalks and curbs
Year 4: Install A/C, windows and screens at 30 units, add community room and computer learning center
Year 5: Install A/C, windows and screens at 9 units, add maintenance vehicle parking space.

- 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 to 100% of participating families by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority proposes to counsel all families on the waiting list and all families in possession of both the Low Rent program and the Section 8 program. This will be implemented as follows:

Year 1: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 2: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 3: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 4: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 5: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Conduct outreach efforts to at least 25 potential voucher landlords by 09/30/04: To accomplish this objective the St. Charles Parish Housing Authority will implement the following:

Year 1: Outreach to 5 potential voucher landlords.

Year 2: Outreach to 5 additional potential voucher landlords

Year 3: Outreach to 5 additional potential voucher landlords

Year 4: Outreach to 5 additional potential voucher landlords

Year 5: Outreach to 5 additional potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs by providing homeownership counseling to at least 100% of families in possession by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will link with a non-profit organization providing home ownership counseling to families. Topics will include but will not be limited to:

1. Preparing for home ownership - advantages versus disadvantages, affordability, examining credit reports
2. Shopping for a home - deciding new versus old, finding the right house, negotiating the purchase, submitting the offer, terms of the contract, conducting an appraisal, home inspection
3. Obtaining a mortgage - shopping for a loan, the mortgage checklist, applying for a loan, loan processing
4. Loan closing - preparing for closing, the actual closing documents
5. Life as a home owner - settling in, maintenance, financial management, tax planning, home equity, re-financing, pre-paying the mortgage

We propose to implement as follows:

Year 1: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 2: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 3: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 4: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession

Year 5: Counsel 20% of Low Rent and Section 8 families on thw waiting list and in possession

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing at least 5 higher income public housing households into our developments and bringing 5 lower income households into our developments by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. Based on analysis, the St. Charles Parish Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the St. Charles Parish Housing Authority intends to increase the number of working families over the next five years. This will afford a mix of income levels among the lower-income families and the higher-income families.

Year 1: House at least 1 higher income family in lower income communities and at least 1 lower income family in higher income communities.

Year 2: House at least 1 higher income family in lower income communities and at least 1 lower income families in higher income communities.

Year 3: House at least 1 higher income family in lower income communities and at least 1 lower income family in higher income communities.

Year 4: House at least 1 higher income family in lower income communities and at least 1 lower income families in higher income communities.

Year 5: House at least 1 higher income family in lower income communities and at least 1 lower income family in higher income communities.

- Implement measures to promote income mixing in public housing by assuring access for at least 5 lower income families into higher income developments by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. Based on analysis, the St. Charles Parish Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the St. Charles Parish Housing Authority intends to increase the number of working families to at least 5 over the next five years. This will afford a mix of income levels among the lower-income families and the higher-income families. Our implementation schedule is the same as above.
- Implement public housing security improvements
- 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 by at least 15 by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to assist those interested in working the opportunity to work. A combination of incentives will be implemented including ceiling rents, working preferences, improved collaboration with business partners in our community. We will identify and utilize resources to assist residents seek and obtain meaningful employment. Once employed, we will treat their income in compliance with section 12(d) of the U.S. Housing Act. Our implementation is as follows:
 - Year 1: Assist at least 3 residents to become employed
 - Year 2: Assist an additional 3 residents
 - Year 3: Assist an additional 3 residents
 - Year4: Assist an additional 3 residents
 - Year 5: Assist an additional 3 residents
 - Provide or attract supportive services to at least 15 assisted families to improve assistance recipients' employability by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to attract supportive services for those interested in employability. We will link with transportation providers, day care providers, health care providers, and social services agencies in an effort to

provide the needed supportive services for job maintenance. Our implementation schedule is as follows:

Year 1: Assist at least 3 residents to acquire supportive services

Year 2: Assist an additional 3 residents

Year 3: Assist an additional 3 residents

Year4: Assist an additional 3 residents

Year 5: Assist an additional 3 residents

- Provide or attract supportive services to increase independence for at least 10 elderly families and at least 7 families with disabilities by 09/30/04. To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to attract supportive services for the elderly and those with disabilities. We will link with transportation providers, meals programs, health care providers, and social services agencies in an effort to provide the needed supportive services. Our implementation schedule is as follows:

Year 1: Assist at least 3 residents to acquire supportive services

Year 2: Assist an additional 4 residents

Year 3: Assist an additional 3 residents

Year4: Assist an additional 4 residents

Year 5: Assist an additional 3 residents

- 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 for 100% of families in possession and 100% of families on the waiting list by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will implement the following: Post in places such as bulletin boards, churches, grocery stores, department stores, civic and other organizations, aspects of equal opportunity and fair housing as provided by the SCPHA, distribute flyers about fair housing provided by our PHA, provide copies of fair housing literature to persons on the waiting list as well as those in possession, provide counseling to landlords about fair housing. Our implementation schedule is as follows:

Year 1: Distribute at least 100 flyers, counsel at least 25 landlords on fair housing

Year 2: Distribute at least 100 flyers, counsel at least 25 landlords on fair housing

Year 3: Distribute at least 100 flyers, counsel at least 25 landlords on fair housing

Year 4: Distribute at least 100 flyers, counsel at least 25 landlords on fair housing

Year 5: Distribute at least 100 flyers, counsel at least 25 landlords on fair housing

- Undertake affirmative measures to provide a suitable living environment for 100% of families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability by 09/30/04:
- Undertake affirmative measures to ensure accessible housing to 100% of persons with all varieties of disabilities regardless of unit size required by 09/30/04: To accomplish this objective the St. Charles Parish Housing Authority will take affirmative steps to assure that persons with disabilities have access to housing. This will be accomplished by assuring that a minimum of 5% of our low rent units are in compliance with Section 504 of the American Disabilities Act, that where possible, units are equipped with devices for the visually and hearing impaired, and insuring that the office is equipped for accessibility, and pathways to the office provide a direct path for easy access.
- Other: (list below)

Other PHA Goals and Objectives: (list below)

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.

On October 8, 1998, Congress passed the Quality Housing and Work Responsibility Act (QHWRA) of 1998. It was attached to the 1999 HUD Appropriations Act and signed into law by the President on October 21, 1998. It amends, rather than repeals, the United States Housing Act of 1937.

In developing QHWRA, Congress found that there exists throughout the nation a need for decent, safe, and affordable housing. Further, it found that the inventory of public housing units owned, or operated by public housing agencies, an asset which the Federal Government has invested over \$90 billion dollars, has traditionally provided rental housing that is affordable to low-income persons. Despite serving this critical function, the public housing system is plagued by a series of problems, including concentration of very poor people in very poor neighborhoods and lack of incentives for economic self-sufficiency. The Federal method of overseeing every aspect of public housing by detailed and complex statutes and regulations has aggravated the problem and has placed excessive administrative burdens on public housing agencies. Finally, Congress has concluded that the interests of low-income persons, and the public interest will best be served by a reformed public housing program which consolidates many public housing programs into programs for the operation and capital needs of public housing; streamlines program requirements; vests in public agencies that perform will in maximum feasible authority, discretion, and control with appropriate accountability to public housing residents, localities, and general public; and rewards employment and economic self-sufficiency for public housing residents.

The purpose of this Agency Plan is to provide guidance for the St. Charles Parish Housing Authority in promoting homes which are affordable to low-income families in safe and healthy environments, and thereby contributing to the supply of affordable housing for our fiscal years 2000 through 2004. Through implementation of this Agency Plan, the St. Charles Parish Housing Authority will be enabled to perform as a property and asset manager; have more flexible use of Federal assistance; be able to leverage and combine assistance amounts with amounts obtained from other sources; facilitate mixed income communities and decrease concentrations of poverty; create incentives and economic opportunities for residents; consolidate its voucher and certificate programs for rental under section 8 into a single market-driven program which will assist in making tenant-based rental assistance more successful in helping low-income families obtain and choose affordable housing.

Realizing that the U.S. Department of Housing and Urban Development has required that agency plans must be submitted to HUD at least 75 days prior to the start of our fiscal year; that we must conduct a public hearing to discuss the five year plan; that at least 45 days prior to the public hearing we must make our proposed plan available to the public; and that we must take into consideration any public comments received in regards to the plan before the Board of Commissioners formally adopts the plan, the St. Charles Parish Housing Authority performed the below listed process:

- A. Our PHA hired a local consulting firm to assist with the development of our plan. This firm assisted us in gathering all data required for the development of this plan and conducted a physical and management assessment of our agency.
- B. The consultants prepared a DRAFT of the plan and submitted to us for review and comment.
- C. We then submitted this DRAFT to our Board of Commissioners and Resident Advisory Board for review and comment. We also made available a copy for review in our office.
- D. We observed the 45 day waiting and comment period.
- E. We advertised for a public hearing by publishing throughout our community.
- F. We conducted the hearing and received comments from the total public housing population and the general community.
- G. We compiled all comments and added them to our final plan.
- H. We obtained Board of Commissioner approval for submission to HUD.

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.

Table of Contents

Annual Plan

	Page No.
Executive Summary	
i. Table of Contents	
1. Housing Needs	14
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	29
5. Operations and Management Policies	33
6. Grievance Procedures	34
7. Capital Improvement Needs	35
8. Demolition and Disposition	40
9. Designation of Housing	40
10. Conversions of Public Housing	41
11. Homeownership	43
12. Community Service Programs	44
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	48
15. Civil Rights Certifications (included with PHA Plan Certifications)	48
16. Audit	49
17. Asset Management	49
18. Other Information	50

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
- FY 2000 Capital Fund Program Annual Statement
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan
- 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)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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	1,361	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,509	4	3	4	3	4	3
Income >50% but <80% of AMI	3,636	3	2	2	2	2	2
Elderly	3,134	4	4	4	4	4	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	31,638	1	1	2	2	1	2
Race/Ethnicity – Black	10,253	4	3	4	3	4	3
Race/Ethnicity – Native American	113	3	3	3	3	3	3
Race/Ethnicity – Asian	177	3	3	3	3	3	3
Race/Ethnicity – Hispanic	1,070	3	4	3	4	3	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
St. Charles Parish Department of Planning and Economic Development census data for the 1990 census.

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	41		25
Extremely low income <=30% AMI	41	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	30	73	
Elderly families	1	.02	
Families with Disabilities			
Race/ethnicity –Black	37	90	
Race/ethnicity – White	4	1	
Race/ethnicity – Hispanic	1	.02	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	19	46	11
2 BR	12	29	6

Housing Needs of Families on the Waiting List			
3 BR	8	19	4
4 BR	1	.02	1
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes: Open for Low Rent, and closed for Section 8</p> <p>How long has it been closed (# of months)? 24</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	269		136
Extremely low income <=30% AMI	269	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	242	90	
Elderly families	2	.007	
Families with Disabilities			
Race/ethnicity –Black	240	89	
Race/ethnicity – White	44	16	

Housing Needs of Families on the Waiting List			
Race/ethnicity – Amer./Indian	2	.007	
Race/ethnicity Asian	1	.004	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	126	47	75
2 BR	101	37	70
3 BR	48	18	30
4 BR	8	.03	5
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: Open for Low Rent, and closed for Section 8 How long has it been closed (# of months)? 24 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- 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	179,290	
b) Public Housing Capital Fund	209,822	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,742,154	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 CIAP		Modernization activities
3. Public Housing Dwelling Rental Income	151,640	Administrative expenses
4. Other income (list below)		
Interest	10,550	Investment
Other Income	7,290	Investment
4. Non-federal sources (list below)		
Total resources	2,300,746	PHA Operations

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 - First 5 families)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office – 200 Boutte Estates Drive, P.O. Box 448, Boutte, LA 70039
- 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) – 40% of persons with 30% of area median income; 30% of persons with 50% of median income; 30% of persons with 80% of median income.

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

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) – 40% of persons with 30% of median income; 30% of persons with 50% of median income; 30% of persons with 80% of median income.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
LA 94-1 Boutte, Hahnville, and Des Allemands complexes

Employing new admission preferences at targeted developments
If selected, list targeted developments below:
LA 94-1 Boutte, Hahnville and Des Allemands complexes

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:
LA 94-1 Boutte, Hahnville and Des Allemands complexes

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)

PHA does not share this kind of information with landlords as this type of information will cause landlords to not want to participate on the program.

(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 – 200 Boutte Estates Drive, P.O. Box 448, Boutte, LA
70039

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:

Unit unavailability and medical reasons

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) – 75% of persons with 30% of median income; 25% of persons with 31-80% of median income

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

1 Date and Time

Former Federal preferences

- 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) - 75% of persons with 30% of median income; 25% of persons with 31-80% of median income

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:

See Admissions and Continued Occupancy Policy

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)

Elderly and handicapped

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) \$40.00 per month
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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.
- 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		
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)
PHA’s Administrative Manual located in the Executive Director’s office.
- (2) Section 8 Management: (list below)
PHA’s Administrative Plan located in the Executive Director’s office.

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.

See below

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 – 200 Boutte Estates Drive, P.O. Box 448, Boutte, LA 70039
- 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 – 200 Boutte Estates Drive, P.O. Box 448, Boutte, LA 70039
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/01/00)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	.00
4	1410 Administration	1,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25,587.00
8	1440 Site Acquisition	
9	1450 Site Improvement	74,858.00
10	1460 Dwelling Structures	107,877.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	209,822.00
21	Amount of line 20 Related to LBP Activities	

22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	182,735.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide		1408	.00
HA-Wide	Advertise for Capital Projects Coordinator, and Consultant to transfer water system	1410	1,500.00
HA-Wide	Hire Capital Projects Coordinator & Consultant @ \$25,587	1430	25,587.00
LA 94-1	Upgrade water system @ Boutte @ 66 units with individual water meters @ \$1,134 per unit, or \$74,858	1450	74,858.00
LA 94-1	Install A/C @ Hahnville @ 51 units @ \$2,115 each, or \$107,877	1460	107,877.00
	Total		209,822.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide		
HA-Wide	Advertise for Capital Projects Coordinator, Utility Consultant and General Contractor 03/31/02	09/30/03
HA- Wide	Hire Capital Projects Coordinator, & Utility Consultant 03/31/02	09/30/03
LA 94-1	Upgrade water system 03/31/02	09/30/03
LA 94-1	Install A/C in units 03/31/02	09/30/03

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA 94-1	PHA wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Pay Capital Projects Coordinator @ \$25,587; upgrade water system @ Hahnville @ 51 units ; install A/C @ Boutte @ 66 units @ \$184,235		209,822	10/01/01
Advertise for Capital Projects Coordinator & General Contractor @ \$1,500; Hire Capital Projects Coordinator @ 25,587 hire Utility Consultant @ \$8,000; install windows and screens @ \$144,735; install bus shelters @ all three sites @ \$10,000 each, or \$30,000;		209,822	10/01/02
Pay Capital Projects Coordinator @ \$25,587; Install windows and screens @ \$117,000; construct maintenance parking area @ \$15,000; install new play equipment @ Boutte & Des Allemands @ \$25,000 each, or \$50,000; install speed bumps @ \$2,235		209,822	10/01/03
Advertise for Capital Projects Coordinator & General Contractor @ \$1,500; Hire Capital Projects Coordinator @ \$25,587; Install windows and screens @ \$153,000; construct community room/computer learning center where old maintenance area was @ \$15,000; purchase computers, software and furnishings @ \$14,735		209,822	10/01/04
Total estimated cost over next 5 years		1,049,110	

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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)
- 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 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

Services and Programs

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

A. Resident Advisory Board Recommendations

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

Our PHA did not receive any comments from our Resident Advisory Board.

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: Office of Community Development, State of Louisiana, Division of Administration, P. O. Box 94095, State Capitol Annex, Baton Rouge, LA 70804-9095

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)
Reduce vacancies in public housing, increase customer satisfaction, improve management functions, conduct outreach to landlords, provide mobility counseling, provide home ownership counseling, increase employment among residents, attract supportive services, deconcentrate poverty, increase income mixing, provide fair housing to all.
- Other: (list below)

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

The State of Louisiana has provided us with a certification indicating that our Plan is consistent with that of the State's Consolidated Plan.

D. Other Information Required by HUD

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

Table Library

Attachments

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

Table Library

ST. CHARLES PARISH HOUSING AUTHORITY

200 Boutte Estates Drive

Boutte, Louisiana 70039

Admissions and Continued Occupancy Policy

Revised May, 2000

TABLE OF CONTENTS

Introduction	3
A1.0 Authority	3
Objectives, Applicability, Sources of Standards, Review of Policy, Methods of Administration, Title VI Compliance, Non-Discrimination, Marketing	
B1.0 Definitions	6
C1.0 Application Taking	25
C2.0 Admissions-Eligibility Criteria	27
C3.0 Verification of Income and Circumstances	30
C4.0 Determination and Notification of Eligibility	32
Notification Procedure	33
C5.0 Occupancy Standards	34
C6.0 Broad Income Ranges	35
C7.0 Applicant Selection and Assignment Plan	35
Applicant Assignment, De-concentration, Dwelling Unit Offers, Unit Refusal	
C8.0 Leasing of Dwelling Units	38
C9.0 Admission of Additional Members to a Current Household	39
C10.0 Approval Process for Residents Requesting Permission to Operate a Business in the Unit	40
C11.0 Family Choice of Rental Payment	41
D1.0 Eligibility for Continued Occupancy	41
D2.0 Re-examinations	42
Annual Re-examination, Special Re-examination, Interim Re-examination, Processing Re-examination	
D3.0 Re-examination Dates	46
D4.0 Temporary Rents	46
D5.0 Security Deposits	46
D6.0 Eviction of Families Based on Income	47
Eviction of Families for Drug-Related and/or Criminal Activities	
E1.0 Transfer Policy	47
Types of Transfers, Priorities for Transfers, Transfer Procedures, Right of Management to Make Exceptions	
F1.0 Fraud	52
G1.0 Rental Collection Policies	53
Rental Payments After the Delinquency Date, Procedures After the Expiration of the Termination of The Dwelling Lease, Retroactive Rent Charges, Vacated Residents With Balances, Dispossession Warrants Issued For the Second Time	

1.0 INTRODUCTION

The St. Charles Parish Housing Authority was established pursuant to the United States Housing Act of 1937, as amended, to provide decent, safe, sanitary and affordable housing to low income families. In accordance with this objective, the development of standard policies and procedures are necessary in order to ensure equitable treatment for all applicants and residents, as well as, to ensure the efficient operation of public housing units managed by the St. Charles Parish Housing Authority. In recognition thereof, the St. Charles Parish Housing Authority has developed Policies on Admission and Continued Occupancy, which implement federal and state regulations. Said policies are also based on a recognition that the provision of decent, safe, sanitary and affordable housing is dependent upon social and economic factors as well as physical factors.

This Admission and Continued Occupancy policy is intended to be consistent with the latest addition of the Code of Federal Regulations governing the Department of Housing and Urban Development, and all related HUD Transmittals and Notices. In the event of any inconsistencies, the provisions of that Code shall prevail.

The words ST. CHARLES PARISH PHA or Authority when used herein are intended to refer to the St. Charles Parish Housing Authority.

The programs administered by this ST. CHARLES PARISH PHA are:

Federal:

- Family Low income Public Housing
- Elderly Low Income Public Housing

A1.0 Authority

Eligibility for admission to and occupancy of Low-income public housing is governed by requirements of the Department of Housing and Urban Development, with some latitude for local policies and procedures. This Admissions and Continued Occupancy Policy incorporates these requirements and is binding upon applicants and residents alike, through inclusion of this Policy into the Dwelling Lease by reference. Notwithstanding the above, changes in applicable Federal law or regulations shall supersede this policy at any point in which they are in conflict.

A1.1 Objectives

The Objectives of this policy are to:

- A. Promote the overall goal of safe, decent and sanitary housing in good neighborhoods by:

1. Insuring a social and economic mix of low-income residents within each public housing neighborhood in order to foster social stability and upward mobility.
 2. Insuring the fiscal stability of the St. Charles Parish Housing Authority.
 3. Lawfully denying admissions or continued occupancy to families whose presence in a public housing neighborhood is likely to adversely affect the health, safety or welfare of other residents or the physical environment of the neighborhood.
- B. Facilitate the efficient management of the St. Charles Parish Housing Authority and compliance with Federal and State regulations by establishing the policy basis for management procedures, record keeping and auditing.
- C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964 and all other applicable Federal and State laws and regulations to insure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, creed, age, sex, handicap, familial status or national origin.
- D. Prescribe standards and criteria for resident selection and annual re-examination of income and family composition.

Terminology - the term “He” or “She” used throughout this document is used in the generic sense to include male/female, singular/plural as appropriate. In addition, the term “Policy” used throughout this document is used in the generic sense for Admission and Continued Occupancy Policy.

A1.2 Applicability

The provisions of the Policy are applicable to all ST. CHARLES PARISH PHA administered developments and/or programs receiving financial assistance from either the Federal and or State governments. Applicants and residents will be treated with courtesy and consideration in all verbal and written communications.

A1.3 Sources of Standards

The pertinent laws of the Federal, State and Municipal Governments shall comprise the sources of standards for this Policy. These shall include:

The Contractual agreements pertaining to the various developments and/or programs between the ST. CHARLES PARISH PHA, State and/or Federal agencies. The provisions of Title 24, Sub-part B (Section 960.201 through 960.207), Sub-part D (Section 960.401 through 960.409) and Sub-part A (Section 966.1 through 966.6) as set fourth in the Code of Federal Regulations, Volume 40, Numbers 153, 154 and 188.

Policies established by the ST. CHARLES PARISH PHA’s Board of Commissioners by formal resolution.

Directives issued by the ST. CHARLES PARISH PHA's administrative officers.

A1.4 Review of Policy

Annually, the Executive Director or his/her designee shall review the operations of this Policy and make changes as appropriate.

A1.5 Methods of Administration

The administration of the Policy is to provide each applicant the greatest opportunity for the exercise of his/her rights under this Policy; to avoid any discrimination in any manner or provisions of any service against any applicant because of race, creed, religion, color, national origin, age, sex, handicap, familial status or source of income; and to promote integrated developments and/or programs.

The ST. CHARLES PARISH PHA will post, in a conspicuous place in the Administration office where applications are received, a notice that the facilities and services of the ST. CHARLES PARISH PHA are provided on a non-discriminatory basis.

A copy of this Policy will be available to agencies, institutions, organizations and political subdivisions, which may refer applicants.

The ST. CHARLES PARISH PHA will instruct its staff concerning its and their obligations under the Civil Rights and Non-Discrimination laws and regulations of the Federal and State governments by conducting training, distributing copies of pertinent documents, and on-going supervisory review.

All applicants and residents will be treated with courtesy and consideration at all times in all verbal and written communications.

No applicant, resident or staff will be intimidated nor will any retaliatory action be taken, nor threats made by the ST. CHARLES PARISH PHA or its staff because of the applicant, resident or staff participation in Civil Rights activities or for having asserted any of his/her rights under the Civil Rights Acts, DOH, HUD's regulations and requirements pursuant thereto.

A1.6 Title VI Compliance

With the Authority's continuing efforts to provide voluntary compliance with Title VI, the ST. CHARLES PARISH PHA is adhering to the following general provisions regarding its public housing programs:

With respect to any housing accommodations, facilities, services, financial aid or other benefits involved in its federally funded public housing programs, the ST. CHARLES PARISH PHA, its officers, administrators, agents, servants, employees, successors, and all persons exercising

governance over the PHS, and all persons in active concert or participation with any of them, agree to refrain from any acts which, on the grounds of race, color, creed, age, sex, handicap, familial status or national origin such as to:

1. Deny a person such benefits.
2. Provide such benefits to a person which are different from those provided to others.
3. Subject a person to segregation or separate treatment in any matter related to such benefits.
4. Provide a preference for such benefits to any person, except as provided by this Policy.
5. Restrict a person in any way in access to such benefits or enjoyment of any advantage or privilege enjoyed by others in connection with such benefits.
6. Treat a person differently from others in determining whether he/she satisfies any occupancy, admission, enrollment, and eligibility, membership or other requirement or condition that the person must meet.
7. Deny a person an opportunity to participate in the program or activity through the use of biased preference criteria, or otherwise afford the person a different opportunity to participate from that afforded others.

A1.7 Non-Discrimination in Admission and Occupancy

The ST. CHARLES PARISH PHA hereby assures and certifies that is will comply with:

1. Title VI of the Civil Rights Act of 1964 (P.C. 88-352) and regulations pursuant thereto Title 24 CFR part I;
2. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing;
3. Executive Order 11063 on Equal Opportunity in Housing and non-discrimination in the sale and rental of housing provided with Federal Financial Assistance;
4. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based upon handicap in programs receiving Federal Financial Assistance;
5. The Age Discrimination Act of 1975, which prohibits discrimination based upon age in programs receiving Federal Financial Assistance;

6. Title II of the Americans with Disabilities Act, to the extent that it applies.

MARKETING

The St. Charles Parish Housing Authority to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. All marketing efforts will include outreach to those least likely to apply. Outreach efforts will take into consideration:

1. The number of vacant units
2. Availability of units through turnover
3. Waiting List characteristics

The Authority will periodically assess the factors in order to determine the need for and scope of any marketing efforts.

All marketing and informational materials will:

1. comply with Fair Housing Act requirements with respect to the Equal Opportunity logo and use of nondiscrimination language (24 CFR 109.30 (a))
2. describe the housing units, application process, Waiting List, priority system and eligibility accurately
3. will be in plain language
4. will target agencies that serve and advocate for potential applicants
5. will make clear who is eligible: extremely low income individuals and families, low income individuals and families; working and non-working people, as well as elderly and disabled
6. will make clear that it is the Authority's responsibility to provide reasonable accommodations to people with disabilities.

B1.0 DEFINITIONS

Adjusted Income - Adjusted Income means annual income less the following:

- A. \$480 for each dependent;
- B. \$400 for any elderly family;
- C. For any family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, handicapped assistance expenses in excess of three percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years or older as a result of the assistance to the handicapped or disabled person;
- D. Child care expenses - Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed,

but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education. The amount deducted shall reflect reasonable charges for child care necessary to permit employment. The amount deducted shall not exceed the amount of income received from such employment.

- E. Disability Assistance Expense Deduction – (for families not considered a “disabled family” but which have a member, other than the head or spouse, who is disabled) a deduction of the cost of all un-reimbursed expenses for Disability Assistance less three percent (3%) of Annual Income, provided the amount so calculated does not exceed the employment income earned.
- F. For any elderly family:
 - 1. That has not disability assistance expense, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of annual income;
 - 2. That has disability assistance expenses greater than or equal to three percent of annual income, an allowance for disability assistance expenses computed in accordance with paragraph three (3) of this section, plus an allowance for medical expenses that is equal to the family’s medical expenses;
- G. That has disability assistance expenses that are less than three percent of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income.

In determining adjusted income, the ST. CHARLES PARISH PHA shall prohibit resident rent increases as a result of increased income due to employment during the 12 month period beginning on the date the employment began, when the earned income increase is the result of a family member who 1) was unemployed for at least 12 months, 2) is participating in a self-sufficiency program or job training program, or 3) is, or was in the past 6 months, receiving welfare totaling \$500 during that period. During the year after the 12 month period, the ST. CHARLES PARISH PHA shall phase in not more than 50 percent of the amount of the total rent increase that otherwise would be applicable.

Affordable Housing - Housing where the occupant is paying no more than 30 percent of gross income for gross housing costs, including utility costs.

Annual Income - Annual income is the anticipated Total Income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family including all Net Income derived for assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring or sporadic, and exclusive of certain types of income specified in this Policy.

Annual Income includes, but is not limited to:

1. The full amount, before any payroll deduction, of wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services;
2. The Net Income from operation of business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real property or personal property. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is a reimbursement of cash assets invested by the family. Where the family has net family assets in excess of \$5,000 annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment except from SSI and Social Security pay, per Notice PIH 93-11;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see "lump sum additions" of this Policy);
6. Welfare assistance;
8. Scholarship payments specifically designated from room and board or a computed amount remaining after the expenses of books, tuition or travel;
9. Periodic and determination allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling unit.
10. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling, but see paragraph 5 in the next sub-section regarding special pay; and

11. Annual income does not include such temporary, non-recurring or sporadic income as the following:
- A. Temporary, non recurring or sporadic income (including gifts);
 - B. Amounts that are specifically for or in reimbursement of the cost of medical expenses;
 - C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, lump sum payments of deferred periodic payments from SSI and Social Security and settlement for personal or property losses (but see payments in lieu of earnings in this Policy;
 - D. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a Veteran, for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships, or payments to Veterans, not used for the above purposes that are available for subsistence are to be included in income; and
 - E. The special pay to a family member in the Armed Forces away from home and exposed to hostile fire.
 - F. Amounts received under training programs funded by HUD;
 - G. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency; or
 - H. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - I. Monies received for performing census data collection;
 - J. Income from employment of children (including foster children) under the age of 18 years;
 - K. Payments received for the care of foster children;
 - L. Income of a Live-in Aide, as defined in 24 CFR 913.102;

- M. Any earned income tax credit refunds, per Notice PIH 91-10;
- N. Amounts specifically excluded by any other federal statute from consideration as income for the purpose of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Housing Act. The following types of income are subject to such exclusion:
1. Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3050(f));
 2. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));
 3. Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);
 4. Payments received under the Alaska Native Claims Settlement Act of 1973 (43 U.S.C. 1626 (a));
 5. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
 6. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
 7. Payments received under programs funded whole or in part under the Job Training Partnership Act (29 U.S.C. 1552 (b));
 8. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 540, 90 Statue. 2503-2504);
 9. The first \$2,000 of per capita shares received from judgment funds awarded by the Indians Claims Commission or Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);
 10. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (See 24 CFR 215.1 (c) (6), 236.3 (c)(6), 813.106(c)(6), and 913.106(c)(6));
 11. Payment received after January 1, 1989, from the Agent Orange Settlement Fund or any fund established pursuant to the settlement in

the In Re Agent Orange product Liability Litigation M.D.L. no 381 (EDNY); and

12. Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L 96-240, 94 Statute. 1785),
- O. Per the final rule published in the Federal register, dated November 18, 1996, the following nine exclusions to annual income are:
1. Resident Service Stipends - but only if it does not exceed \$200 per month
 2. Adoption Assistance Payments- payments received for the care of adopted children in excess of \$480
 3. Full Amount of Student Financial Assistance - all amounts received from student financial assistance
 4. Earned Income of full-time Students - exempts earnings in excess of \$480 for each full-time student 18 years or older
 5. Adult Foster Care Payments - usually individuals with disabilities unrelated to the resident family who are unable to live alone
 6. State or local training programs and training of resident management staff
 7. State tax credits and rebates for property taxes paid on a dwelling unit
 8. Home care Payments - exempts amounts paid by a State agency to families that have developmentally disabled children or adult family members living at home
 9. Deferred periodic payments of SSI and Social Security;

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period.

Appliances - Appliances are stoves and refrigerators.

Asian or Pacific Islander - Includes persons who report in one of the Asian groups (e.g.) Chinese, Filipino, Japanese, Asian Indian, Korean, Vietnamese or Other Asian) Pacific Islander classifications include: Hawaiian, Samoan, Guamanian, and Other Pacific Islander, Polynesian, Micronesian or Melanesian. This definition also Include responses such as Thai, Nepal, or Tongan.

Awaiting Occupancy or Held - If any rent has been paid or agreed upon, but the new renter has not moved in as of the date of enumeration, the vacant unit is classified as “awaiting occupancy or held”.

Assets - The value of equity in real property, savings, stocks, bonds, checking, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is not to be considered as an asset.

Black (Non-Hispanic) - Includes persons who indicate their race as “Black or negro” or report entries such as African American, Afro-American, Black Puerto Rican, Jamaican, Nigerian, West Indian or Haitian.

Ceiling Rent – A maximum total tenant payment amount established by the Authority, which may be tied to one or more individual communities, sites or unit sizes.

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care, and, in cases of the child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. Reasonable Child Care expenses as defined by the St. Charles Parish Housing Authority are as follows:

Not to exceed \$ 50.00 per week per child

Community Service – The performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

Cost Burden > 30% - The extent to which gross housing costs, including utility costs, exceed 30% of gross income.

Cost Burden > 50% - The extent to which gross housing costs, including utility costs, exceed 50% of gross income.

De-concentration - De-concentration assures that there is no concentration of very low-income families (or other families with relatively low incomes) in specific public housing dwelling units, developments and/or buildings.

Dependent - A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or is a full-time student. An unborn child shall not be considered a dependent.

Disability Assistance Expense –Amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member or members, including the disabled person, to be employed. Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the handicapped or disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities.

Disabled Family - A family whose head or spouse or sole member is a person with disabilities. It may include two or more persons with disabilities living together, and one or more persons with disabilities living with one or more persons who are determined to be essential to the care or well being of the person or persons with disabilities.

Disabled Person - A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102 of the Developmental Disabilities Services Facilities Construction Amendments of 1970 (42 US 2691 (1)).

Displaced Person - A displaced person means a person or a family displaced by governmental action, or a family or person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared, or otherwise formally recognized, pursuant to Federal Disaster Relief laws.

Economic Independence and self-sufficiency Programs - Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-Sufficiency for participating families. Such programs may include Project Self Sufficiency which originated under earlier Section 8 rental voucher initiatives, as well as Family Self-Sufficiency Program. In addition, PHAs may operate locally developed programs or conduct a variety of special projects designated to promote economic independence and self-sufficiency.

Elderly Family - A family whose head or spouse (or sole member) is a person who is an elderly, disabled or handicapped person. It may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with one or more persons who is determined to be essential to their care or well being.

Elderly Person - A person who is at least 62 years of age.

Eviction - The dispossession of the resident from the leased unit as a result of the

Termination of the lease prior to the end of the term, for serious or repeated violations of material terms of the lease or to fulfill the resident's obligations set forth in HUD regulations, Federal, State, or local laws or for other good cause.

Extremely Low-Income – Families whose income does not exceed 30% of areas median income.

Familial Status - A single, pregnant person which is considered as a family of two people. The pregnancy requires verification from a doctor that specifies the name of the applicant and must be furnished to the HA. In addition, single persons in the process of securing custody through adoption and other means should be treated identically as a single pregnant woman but must provide evidence of a reasonable likelihood of success to be admitted for occupancy prior to obtaining custody by the following:

- Adoption Agency
- Court order
- Certified legal document

Family

1. The term "Family" as used in this Policy means:
 - A. A group of two or more people related by blood, marriage or legal adoption, who live together in the same dwelling unit in the neighborhood (including foster children and members of the family who are temporarily absent). There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this Policy. Some recognized and acceptable basis of family relationship must exist as a condition of eligibility. By definition, a family must contain a competent adult who is capable of functioning as the head of household.
 - B. A single person who has attained at least age 62; or
 - C. A person who is under a disability as defined in Section 223 of the Social Security Act or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)). Section 223 of the Social Security Act defines disability as:
 1. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
 2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (i) (1) of the title, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in

which he has previously engaged with some regularity of a substantial period of time; or

D. A handicapped person who has a physical or mental impairment which (1) is expected to be of long continued or indefinite duration, (2) substantially impeded their ability to live independently, and (3) is of such nature that such ability could be improved by more suitable housing conditions (Note: all three conditions must be met to qualify as handicapped; or

E. Two or more elderly, disabled or handicapped persons living together, or one or more of these persons living with one or more Live-in Aides; or

F. For continued occupancy purposes only, the remaining member of a resident family who meets all the requirements for continued occupancy; or

G. A single person who has been displaced by governmental action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal Disaster relief laws; or

H. Other single persons who are not 62 years or older, disabled, handicapped, displaced, or the remaining member of a resident family; or

I. Single pregnant women with no other children, provided verification of pregnancy is furnished from a physician; or

J. A single person with other children, who is in the process of securing legal custody of an individual under the age of 18 years.

2. Elderly Family A family whose head or spouse (or sole member) is an elderly, disabled or handicapped person. It may include two or more elderly, disabled or handicapped persons living together, or one or more persons living with one or more Live-in Aides.
3. The above definitions of “family” do not exclude a person living alone during the temporary absence of a family member who will later live regularly as part of the family.
4. A person necessarily residing with a family by reason of employment by or for such family (a) to permit the employment of a sole wage earner, or (b) for the health

and welfare of a sick or incapacitated member of the family, need not be considered as a member for eligibility or establishing the Total Tenant Payment. However, the necessity for such an arrangement must be evidenced by a doctor's certificate when health-related reasons are given for the arrangement. In all cases, the presence of such as person must be determined essential and so certified by the ST. CHARLES PARISH PHA. Under no circumstances may such an arrangement be either continued longer than necessary or permitted only for the convenience of the resident or such employee. This provision is applicable both for admission and continued occupancy and is not restricted to elderly families.

Flat Rents – total Tenant Payments as set by the Authority, that are based on market rate rents and comparable to rents in the private sector for similar type and size units.

Full-Time Student - A person who is carrying a subject load that is considered full-time for day students under standards and practices for the educational institution attended. An education institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Handicap Assistance Expense - Reasonable expenses that are anticipated during the period for which annual income is computed, for care attendants and auxiliary apparatus for handicapped and disabled family members which enable a family member to work, provided that the expenses are neither paid to a member of the family or reimbursed by an outside source.

Handicapped Person - A person with disabilities who:

1. Has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or
2. Is determined to have a physical or mental impairment that
 - A. Is expected to be of long-continued and indefinite duration,
 - B. Substantially impedes his or her ability to live independently, and
 - C. Is of such a nature that such ability could be improved by more suitable housing conditions.
3. Has a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of rights Act (42 U.S.C. 6001 (5))

A person with disabilities does not exclude persons who have disease of acquired immune-deficiency syndrome or any conditions arising from the etiologic agent for acquired immune-deficiency syndrome.

Hardship Waiver (Minimum Rent) – A family may apply for a waiver for the minimum rent if one of the following situations occurs:

1. Family has lost eligibility for or is awaiting approval of federal, state or local assistance.
7. Family’s income has decreased because of changes in circumstances, including loss of employment.
3. A family member has died.

Head of Household - The head of household is that adult member of the group who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.

Hispanic (All Races) - Those responding as Spanish, Mexican, Cuban, or Puerto Rican.

Homeless Family - Any individual or family who:

1. Lacks a fixed, regular, and adequate nighttime residence; and
2. Has primary nighttime residence that is:
 - A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - B. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

Household - One or more persons occupying a housing unit.

Housing Unit - An occupied or vacant house, apartment or a single room (SRO housing) that is intended as separate living quarters.

Income for Eligibility - Income for eligibility for purposes of determining eligibility for statistical reporting, means annual income.

Income for Rent - For the purpose of determining rents and for statistical reporting means adjusted income: except that annual income is to be used in determining the 10 percent minimum rent.

Income Targeting - For the purpose of specifying income levels, Income targeting Specifies that not less than forty percent (40%) of all new applicants will have incomes, which are less than thirty percent (30%) of the area median income.

Involuntary Displacement - For the purposes of determining whether an applicant is entitled to a priority for public housing admission, an applicant is or will be involuntarily displaced if he or she was vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

1. A natural disaster, such as a fire or flood, that results in the applicant's unit being uninhabitable;
2. Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program; or
3. Action by a housing owner that results in an applicant's having to vacate his/her unit, where:
 - A. The reason for the owner's action is beyond an applicant's ability to control or prevent;
 - B. The action occurs despite an applicant's having met all previously imposed conditions of occupancy; and
 - C. The action taken is other than a rent increase.
4. An applicant has vacated a housing unit because of domestic violence or the applicant is currently living in a housing unit with a person who engages in domestic violence.
5. To avoid reprisals because a family member provides information or criminal activities to a law enforcement agency.
6. If one or more members of the applicants family have been the victim of one or more hate crimes and the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.
7. If a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the housing unit.
8. If the family is displaced because of HUD disposition of a multi-family development.

For purposes of this definition reasons for an applicant's having to vacate a housing unit include, but are not limited to: conversion of an applicant's housing unit to non-rental or non-residential use; closure of an applicant's housing unit for rehabilitation or for any other reasons; notice to an applicant that he/she must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which the applicant resides under an agreement that the unit must be vacant when possession is transferred; or some other legally authorized act that results or will result in the withdrawal by the owner of the unit or structure from the rental market. Such reasons do not include the vacating of a unit by a resident as a result of actions taken because of the resident's refusal to comply with applicable program policies and procedures with respect to occupancy of under occupied and overcrowded units or to accept a transfer to another housing unit in accordance with court decree or in accordance with such policies and procedures under a HUD approved desegregation plan. Eviction for non-payment of rent or for other lease violations will not be considered involuntary displacement.

An applicant also is involuntarily displaced if the applicant has vacated his/her unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household; or the applicant lives in a housing unit with such an individual who engages in such violence. For the purposes of this paragraph, the actual or threatened violence must, as determined by the ST. CHARLES PARISH PHA in accordance with HUD's administrative instructions, have occurred recently or be of continuing nature.

In order to qualify for the priority based on involuntary displacement, a family must either have been involuntarily displaced as defined above and not living in Standard Permanent Replacement Housing, or it must be verifiable that the family will be involuntarily displaced within the next six months.

Live-In Aide - A person who resides with an elderly, disabled or handicapped person or persons and who:

1. Is determined by the ST. CHARLES PARISH PHA to be essential to the care and well-being of the person(s);
2. Is not obligated for support of the person(s); and
3. Would not be living in the unit except to provide supportive services.

Lower Income Family - A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

Medical Expenses - Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. Medical expenses, in excess of 3% of annual income, are deductible from annual income for elderly families and handicapped assistance expense as previously outlined.

Middle Income Family - Households whose incomes are from 96 to 120% of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 120 percent of the median income for the area on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes. If income adjustments are made by HUD and the low-income limit for the area is set at higher or lower than 80% of the median income, the middle income limits must be adjusted by multiplying the adjusted low-income limit by 1.5. Example:

With a median income for the area of \$10,000 and a low-income limit adjusted by HUD to \$7,500, the adjusted middle income limit would be computed as: $\$7,500 \times 1.5 = \$11,250$ adjusted middle income limit.

Military Service - Military service means the active military service of the United States which includes the Army, Air Force, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.

Minimum Rent – A family will pay whichever is highest: 10% of annual or gross income; 30% of adjusted income or a \$50.00 minimum rent. Minimum rent includes the mandatory exceptions for payment of rent. Federal regulations require that PHAs may set minimum monthly rent amounts of not more than \$50.00. Exceptions will apply to any family unable to pay because of financial hardship which include: 1) the family has lost eligibility for or is awaiting an eligibility determination for Federal, State, or local assistance, including a family that includes a member who is an alien lawfully admitted for permanent residents; 2) the family would be evicted as a result of the imposition of the minimum rent requirement; 3) the income of the family has decreased because of changed circumstances, including loss of employment; 4) a death in the family has occurred, and 5) other circumstances determined by the ST. CHARLES PARISH PHA.

Minor - Minor means a person (other than the head of household or the spouse) less than eighteen (18) years of age. (An unborn child may not be counted as a minor but is counted for eligibility of a single, pregnant female).

Mixed Population Project – A public housing project for elderly and disabled families. The Authority is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan.

Moderate Income Family - Households whose incomes are from 81 to 95% of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 95 percent of the median income for the area on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes. If income adjustments are made by HUD and the low-income limit for the area is set at higher or lower than 80% of the median income, the moderate-income limits must be adjusted by multiplying the adjusted low-income limit by 1.1875. Example: With a median income for the area of \$10,000 and a low-income limit adjusted by HUD to \$7,500, the adjusted moderate income limit would be computed as: $\$7,500 \times 1.1875 = \$8,906$ adjusted moderate income limit.

Monthly Adjusted Income - One twelfth of adjusted income.

Monthly Income - On twelfth of annual income. For purposes of determining priorities based on an applicant's rent as a percentage of monthly income.

Native American - Includes persons who indicate their race as "American Indian" enter the name of an Indian tribe, or report such entries as Canadian Indian, French-American Indian, or Spanish-American Indian.

Needing Rehab - Dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction or minor livability problems or maintenance work.

Near Elderly Income - A family whose head or spouse (or sole member) is at least 50 years of age but below the age of 62.

Neighborhood or Community - Any lower income public housing site as established in a development program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location.

Net Family Assets - Value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trusts land and excluding equity accounts in HUD home-ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under 24 CFR 913.106.). In determining Net family assets, the Authority shall include the value of any assets disposed of by an applicant or tenant for less than fair market value including a disposition in trust, but not in a foreclosure or bankruptcy sale)

during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received thereof. In the case of a disposition as part of the separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Non-Rehabable - Dwelling units that are determined to be in such poor conditions as to be neither structurally or financially feasible for rehabilitation.

Non-citizen – A person who is neither a United States citizen nor a national of the United States (24 CFR 5.504)

Occupied Housing Unit - A housing unit that is the usual place of residence of the occupant(s)

Other Low Income - Households whose incomes are from 51 to 80% of the median Income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

Other Persons With Special Needs - Includes frail elderly persons, persons with AIDS, disabled families and families participating in organized programs to achieve economic self-sufficiency. This category does not include homeless.

Overcrowding - A housing unit containing more than the specified number of persons per room as defined by the ST. CHARLES PARISH PHA.

Public Housing Agency (ST. CHARLES PARISH PHA) - Any State, Parish, municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

Ranking Applicant Family - Is that eligible family within any particular rent range with the highest priority as defined in this Policy, or priority being equal, the earliest date and time of application.

Ranking Rentable Unit - The ranking rentable unit is that rentable dwelling unit which is located in the neighborhood having the greatest number of the same bedroom size and type of rentable vacant units. A rentable unit is a vacant unit that has been prepared for occupancy that is not encumbered by an offer that has been made but not yet accepted or rejected.

Rent - For purposes of determining whether an applicant is entitled to a priority for public housing admission based on current rent as a percentage of monthly income, rent is defined as the actual amount due, calculated on a monthly basis, under a lease or rental agreement between a family and the family's current landlord, plus any monthly payments that a family makes toward resident purchased utilities (except telephone). In calculating a family's payments toward utilities, the ST. CHARLES PARISH PHA will use its reasonable estimate of resident-purchased utilities and other housing services that are normally included in rent; or if the family chooses, the family's average monthly utility costs, based on the family's utility bills furnished by the family, for the most recent 132-month period, or, where bills are not obtainable for the entire period, for an appropriate recent period.

For the purposes of calculating rent under this paragraph, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

Resident Rent - The amount payable monthly by the family as rent to the ST. CHARLES PARISH PHA.

Where all utilities (except telephone) and other essential housing services are supplied by the ST. CHARLES PARISH PHA, resident rent equals total resident payment. Where some or all

utilities (except telephone) and other essential housing services are not supplied by the ST. CHARLES PARISH PHA and the cost thereof is not included in the amount paid as rent, resident

rent equals total payment less the utility allowance. (Resident rent is a term established and defined by 24 CFR Part 913) and as such, is occasionally awkward in ordinary usage. For this reason, the term resident rent is used interchangeably with rent as defined elsewhere in this Policy to refer to the net monthly payment by the family to the ST. CHARLES PARISH

PHA. The only exception is the term rent as defined in this Policy in reference to Admission priorities based on an applicant's rent as a percentage of monthly income.

Service Needs - The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response and other services to prevent premature institutionalization and assist individuals to continue living independently.

Single Person - A person living alone or intending to live alone and who does not qualify as an elderly family or displaced person as defined in this section or as the remaining member of a tenant family.

Spouse - The husband or wife of the head of the household.

Standard Permanent Replacement Housing - For purposes of determining if a family is entitled to a priority for admission based on involuntarily displacement, Standard Permanent Replacement Housing is housing that is decent, safe and sanitary, is adequate for the family size, and the family is occupying pursuant to a lease or occupancy agreement, but does not include transient facilities such as motels, hotels or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence referred to in the section above, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

Substandard Housing - A unit is substandard if it:

1. Is dilapidated;
2. Does not have operable indoor plumbing;
3. Does not have a flush toilet inside the unit for the exclusive use for a family;
4. Does not have usable bathtub or shower inside the unit for the exclusive use of a family
5. Does not have electricity, or has inadequate or unsafe electrical service;
6. Does not have a safe or adequate source of heat;
7. Should, but does not, have a kitchen; or
8. Has been declared unfit for habitation by an agency or unit of government.

A housing units is dilapidated if it does not provide safe and adequate shelter, and its present condition endangers the health, safety, or well-being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or re-building.

The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

Verification procedures for applicants living in substandard housing: Verification that an applicant is living in substandard housing shall consist of a written statement or notice form a unit or agency of government or from an applicant's present landlord that the applicant's unit has one or more of the deficiencies listed in, or the unit's condition is as described above.

For the purpose of administering this policy, such housing shall be any house or building that does not meet the St. Charles Parish Housing Authority, La. minimum housing codes and has been declared substandard by the ST. CHARLES PARISH PHA.

For the purposes of this paragraph, Single Room Occupancy (SRO) Housing (as defined in 24 CFR 882.102) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

Tenant Assistance - Rental assistance payments provided as either project-based rental assistance or tenant based rental assistance.

Total Resident Payment - The monthly amount calculated under A through C below. Total tenant payment does not include charges for excess utility consumption or miscellaneous charges.

1. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982 shall be the highest of the following, rounded to the nearest dollar:
 1. 30 percent of monthly adjusted income
 2. 10 percent of monthly income; or
 3. If the family receives welfare assistance form a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing cost, the monthly portion of such payment which is designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph A.3 shall be the amount resulting from one application of the percentage.
 4. The flat or ceiling rent amount established by the ST. CHARLES PARISH PHA.

Total Resident Payment doe not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

Uniform Federal Accessibility Standards – Standards for the design, construction and alteration of publicly owned residential structures to insure that physically handicapped persons will have ready access to and use of such structures.

Utilities - Means water, electricity, gas and other heating, refrigeration, and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility.

Utility Allowance - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, and amount equal to the estimate made or approved by the Authority or HUD, under 25 CFR 965 of the monthly cost of a reasonable consumption of such utilities and the services for the unit by and energy-conservative household of modest circumstances consistent with the requirement of a safe, sanitary and healthful living environment. The schedule of utility allowance is attached.

Utility Reimbursement - The amount, if any, which the utility allowance for the unit, if applicable, exceeds the total resident payment for the family occupying the unit. (NOTE: Utility Reimbursements shall not be paid to residents who have chosen the flat rent payment method)

Vacant Housing Unit - Unoccupied housing units that are available or intended for occupancy at anytime during the year.

Very Low-Income Family - A lower family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

Veteran - Any person honorably discharged from the Armed Forces of the United States who served in World War I between April 6, 1917 and November 11, 1918, both dates inclusive, or in World War II on or after December 7, 1941 until final cessation of all hostilities or in the Korean Conflict, Lebanon crisis, Berlin crisis, Quemoy and Matsu, Taiwan Straits, Cuban Crisis, the Congo, the Dominican Republic and Vietnam. Veteran does not include a person enlisted and accepted for a time training only for a period of six months or less.

Welfare Assistance - Payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

White (Non-Hispanic) - Includes persons who indicate their race as "White" or report entries such as Canadian, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

ADMISSION PROCESS

C1.0 Application Taking

The ST. CHARLES PARISH PHA maintains a waiting list for applicants interested in the various public housing programs. All admissions to public housing shall be made on the basis of

a pre-application in such form as the ST. CHARLES PARISH PHA shall prescribe. The application for admission shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the application record and carefully recorded. This includes verification of income and family composition and such other data as may be required. The ST. CHARLES PARISH PHA does not provide emergency housing and cannot modify the order of assignments otherwise prescribed because of emergency considerations.

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

1. The ST. CHARLES PARISH PHA will not, on account of race, color, creed, religion, familial status, age, handicap, sex or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments.
2. The ST. CHARLES PARISH PHA reserves the right to suspend taking applications for its lists when the current supply of applicants exceeds the number of families that could be reasonably expected to be housed within the next eighteen months. However, applicants who claim a preference will not be denied the opportunity to make an application, unless the ST. CHARLES PARISH PHA determines that a sufficient pool of applicants who qualify for a preference exists.
3. A responsible adult member of the applicant must make all pre-applications family, who will reside in the household. H/she shall sign the pre-application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The ST. CHARLES PARISH PHA reserves the right to require the signature of any or all-adult members of the applicant household.
4. The ST. CHARLES PARISH PHA will normally take applications from a central location, but reserves the right to establish, satellite locations for application taking, so long as all processing is done in a central location.
5. The ST. CHARLES PARISH PHA reserves the right to establish times for taking applications, including by appointment. The ST. CHARLES PARISH PHA staff may at its discretion, provide for application interviews outside of normal hours when necessary for hardship reasons.
6. Insofar as possible, application interviews shall be conducted in private.
7. In addition to income, family composition and information unique to reach applicant, each application shall be hand dated upon time of receipt and the ST. CHARLES PARISH PHA's determination of an applicant's position will be based upon the date/time of receipt. All information regarding application and eligibility will be filed and as such, considered part of their permanent record. When the family is eligible, the

application shall also record the correct unit size and type; the priority rating; the date, unit location and reason for rejection for any offers refused by the applicant.

8. Applications shall be updated as applicants report changes in income and family circumstances. All such communications from the applicant must be in writing and signed by the applicant. All modifications to applications shall be properly documented on hard copy and to the computer systems and the transaction initialed by the staff member making the change.
8. Every six (6) months, the ST. CHARLES PARISH PHA shall purge the application pool no longer actively seeking housing. Normally, this shall be performed by removing applicants from the waiting list that fails to respond to a “still interested” notice mailed to the last known address on the application. It shall be the sole responsibility of the applicant to inform the ST. CHARLES PARISH PHA in writing of changes in address or other family circumstances which might affect the status of the application.
10. The ST. CHARLES PARISH PHA shall maintain such records as are necessary to document the disposition of all applications to meet Department of Housing and Urban Development audit requirements as well as regulations of Louisiana State Agencies.
11. Applicants will have thirty (30) days to provide all necessary information as requested to document their application for eligibility. Failure to provide this information at the end of this period will result in the withdrawal of their application by the ST. CHARLES PARISH PHA.
12. The ST. CHARLES PARISH PHA will employ waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at all developments.
13. The ST. CHARLES PARISH PHA will reserve a minimum of 40% of public housing new admissions each FY for families whose income does not exceed 30% of the area median income. Families whose income does not exceed 30% of area median income are extremely low-income families.

C2.0 Admissions - Eligibility Criteria

1. All families who are admitted to public housing must be individually determined eligible under the terms of this Policy. In order to be determined eligible, an applicant must meet ALL of the following requirements:
 - A. The applicant family must qualify as a family as defined in B1.0.
 - B. The applicant family’s annual income as defined in HUD Secretary’s definition must not exceed income limits established by HUD for public

housing in the ST. CHARLES PARISH PHA's jurisdiction.

- C. The applicant family must conform to the occupancy standards contained in Policy C5.0 regarding units' size and type.
- D. The applicant family must have a satisfactory record in meeting past financial obligations, especially in payment of rent.
- E. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary house keeping practices, substance abuse, sexual deviation or any other history which may be reasonably expected to adversely affect:
 - 1. The health, safety, or welfare of other residents;
 - 2. The peaceful enjoyment of the neighborhood by other residents;
 - 3. The physical environment and fiscal stability of the neighborhood.
- F. The applicant family must not have a record of grossly unsanitary or hazardous house keeping. This includes the creation of a fire hazard through act such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In case where a qualified agency is working with the applicant to improve its house keeping and the agency reports the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his/her designee. This category does not include applicant families whose house keeping is found to be superficially unclean or lacks orderliness, where such condition does not create a problem for the neighbors.
- G. The applicant family must have no history of criminal activity that, if continued, could adversely affect the health, safety or welfare of other residents.
- H. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age,

handicap, etc., in determining the applicant family's capacity to discharge all lease obligations. The ST. CHARLES PARISH PHA must consider the family's ability to secure outside assistance in meeting those obligations.

- I. If a prior resident of public housing or other housing programs administered by the ST. CHARLES PARISH PHA, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the ST. CHARLES PARISH PHA WILL NOT BE CONSIDERED FOR RE-ADMISSION UNTIL THE ACCOUNT IS PAID IN FULL and reasonable assurance is obtained of the applicant's ability to meet his/her rent obligations. In addition, persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity, are ineligible for admission to public housing for a three (3) year period beginning on the date of such eviction.
 - J. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc., will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
2. Substance abuse as used in E above and criminal activity as used in G above shall include, but not limited to: the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802).
 3. Sources of information of eligibility determination may include, but are not limited to: the applicant, by means of interviews or home visits, landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with C3.0 (section below) and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received.

4. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - A. Evidence of rehabilitation;
 - B. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling programs and the availability of such programs;
 - C. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality;
 - D. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, home makers or live-in caretakers.

C3.0 **Verification of Income and Circumstances**

No applicant family shall be admitted to public housing without thorough verification of income, family composition and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. The same type of verifications is required to process any interim or regular re-examination for public housing residents. Complete and accurate verification documentation shall be maintained for each applicant and resident. Such documentation may include, but is not limited to, the following:

1. Letters or other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deduction, together with other eligibility and preference determinations.
2. Verification forms supplied by the ST. CHARLES PARISH PHA and returned properly completed by employers, public welfare agencies, etc.
3. Originals, photocopies, or carbon copies of documents in the applicant's possession that substantiates his statements, or a brief summary of pertinent contents of such documents signed and dated by the staff member who view them.
4. Statements from self-employed persons, and from persons whose earnings are

irregular, such as salesmen, etc., sworn to before a Notary, setting forth gross receipts, itemized expenses and net income (n expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income).

5. Memoranda of verification data obtained by personal interview, home visit, telephone, or other means, with source, date received, name and title of person receiving the information clearly indicated, and a summary of information received.
6. Certified birth certificates, or other substantial proof of age, to support claims to the various entitlements in these policies for each member of the household.
7. Verification of evidence of citizenship and/or eligible immigration status. A family is not eligible for full housing assistance unless every member of the family in the unit is determined to be either a U.S. citizen or have eligible immigrant status as defined by the regulations.
8. Social Security Card or legal documents verifying the Social Security number for the applicant and each member of the applicant's household who is at least six (6) years old. If the applicant cannot provide the proper documentation requirements, he/she must submit to the ST. CHARLES PARISH PHA the individual SSN(s) and a certification executed by the individual that SSN(s) submitted has been assigned to the individual(s) but that acceptable documentation to verify the SSN(s) cannot be provided.
9. Proof of disability, or of physical impairment, if necessary to determine the applicant's eligibility as a family or entitlement consideration under the criteria established in these Policies, provided in written form by the appropriate government agency.
10. Statements from landlords, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments, where warranted in individual cases.
11. Receipts for utility services.
12. In addition to such other verification as the ST. CHARLES PARISH PHA may require, verification that an applicant is living in substandard housing shall consist of a written statement or notice from a unit or agency of government or from an applicant's landlord that the applicant's unit has one or more of the deficiencies listed in, or the unit's condition is as described in, the definition of Substandard Housing. In case of a homeless family, verification consists of certification, in

form prescribed by the Secretary of HUD or as developed by the ST. CHARLES PARISH PHA, of this status from a public or private facility that provides shelter for such individuals, or from the local police department or social service agency.

13. In addition to such other verification as the ST. CHARLES PARISH PHA normally requires of applicants, a family who desires a priority based on paying more than fifty percent of income for rent must supply documentation of the amounts due to the landlord under lease or rental agreement and the amounts the family pays for utilities of the family's income in accordance with appropriate regulatory and HUD handbook provisions. Information or documentation shall be determined to be necessary if it is required for purposes of determining a family's eligibility for a preference for paying more than 50 percent of the family's income for rent. The use or disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purpose directly connected with determining eligibility for the preference. The ST. CHARLES PARISH PHA shall verify the amount due to the family's landlord under the lease or rental agreement by requiring the family to furnish copies of its most recent rental receipts or a copy of the family's current lease or rental agreement. To verify the amount a family pays for utilities the ST. CHARLES PARISH PHA may require a family to provide copies of the family's most recent bills/receipts for such services or it may use its Utility Allowance Schedule as documentation.

An applicant may not qualify for a priority for paying more than 50 percent of the family income to rent a unit because the applicant's housing assistance under the United States Housing Act of 1937 or section 101 of the Housing and Urban Development Act of 1965 with respect to that unit has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under occupied or overcrowded units.

14. In addition to such other verification as the ST. CHARLES PARISH PHA shall require, verification of an applicant's involuntary displacement status is established by the following documentation in a form prescribed by the Secretary of HUD or developed by the ST. CHARLES PARISH PHA:

- A. Written notice from a unit or agency of government that an applicant has been or will be displaced as a result of a disaster as defined in B1.0.
- B. Written notice from an owner or owner's agent that an applicant had to or will have to vacate a unit by certain date because of an owner action referred to in the definition of involuntary displacement contained in

B1.0.

- C. Written notice from the local police department, social service agency, or court of competent jurisdiction, or a clergyman, physician, or public or private facility that provides shelter or counseling to the victims of domestic violence when a claim is made for a priority due to domestic violence.

15. The ST. CHARLES PARISH PHA shall require the family head, head of household, members 18 years or older, or legal appointed designee to execute a HUD-approved release and consent authorizing any local or private source of income, or and Federal, State, or local agency to furnish or release to the ST. CHARLES PARISH PHA and to HUD such information as the ST. CHARLES PARISH PHA or HUD determines to be necessary.

Because eligibility for Federal housing assistance is not based on a “declaration system” but upon verification of actual income and family circumstances, the ST. CHARLES PARISH PHA is not limited to verification of data supplied by applicants or residents. Failure of an applicant to cooperate with the ST. CHARLES PARISH PHA in obtaining verifications will result in the application being declared incomplete and inactive. A resident who fails to cooperate or to release information may be evicted. In addition, interim rent reductions will not be made for residents until after receipt of all required verifications. In consideration of the privacy rights of residents and applicants, the ST. CHARLES PARISH PHA shall restrict its requests to those matters of income, family composition and other family circumstances which are related to eligibility, rent, unit size and type, admission priority rating, or other lawful determinations made by the ST. CHARLES PARISH PHA. If the verified data as listed in this Policy are not more than one hundred twenty days old at the time an applicant is selected for admission, the data will be considered as reflecting the applicant’s family status at the time of admission.

C4.0 **Determination and Notification of Eligibility**

As soon as possible after receipt of an application, the ST. CHARLES PARISH PHA will determine the applicant family’s eligibility for public housing in accordance with provisions of C2.0 and send a letter signifying the status of the applicant. In the event the applicant family is determined to be eligible, it shall be informed of the time estimated before an offer of a dwelling unit will be made. If this period is estimated to be longer than one year, the applicant family shall be informed of this fact in addition to its place on the current waiting list. In the event an applicant family is determined to be ineligible, it shall also be informed in writing of the basis for this determination. An applicant family does not have the right to use the Resident Grievance Procedure, but will be given,

upon request, the opportunity for an Informal hearing to present such facts as it wishes. In circumstances when waiting lists are very long, thorough investigation of each application may not be practical until such application approaches selection. In such cases, apparently eligible applicant families will be notified of its eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission. In all cases, the ST. CHARLES PARISH PHA reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determination was inappropriate.

C4.1 **Notification Procedure**

Upon completion of the application, a prompt decision of initial eligibility or ineligibility will be made, and the appropriate notification mailed to the applicant.

Eligible Applicants

All applicants will be notified in writing of initial eligibility and the basis of that determination.

The notification will include:

Client number, application status, program and unit size.

A re-determination of eligibility and suitability will be undertaken prior to the offer of a dwelling unit.

Ineligible Applicants

All applicants will be notified in writing of initial ineligibility and the basis of that determination.

The notification will include:

Client number, application status, and reason for ineligibility.

Any applicants notified of his/her initial ineligibility will be afforded the right to resubmit information that may result in the applicant being re-determined initially eligible.

C5.0 **Occupancy Standards**

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with the occupancy standards set forth below. However, in the event that these are units

which cannot be filled with families of appropriate size after all possible efforts have been made to stimulate applications, eligible families of the most nearly appropriate size will be transferred to units of the proper size at the earliest possible date.

1. Dwellings shall be so assigned that persons of opposite sex, other than husband and wife, will not occupy the same bedroom, except for minors under the age of six. Minors over the age of six may share the same bedroom with an adult of the same sex at the discretion of the family.
2. Dwellings shall be so assigned as not to require the use of the living room for sleeping purposes.
3. Every family member regardless of age is to be counted as a person. An unborn child is not counted as a family member.
4. ST. CHARLES PARISH PHA will assign a separate bedroom to any family member with a documented medical need.
5. ST. CHARLES PARISH PHA will treat a single pregnant woman as a two-person family.
6. In no case should residents be assigned to bedroom sizes outside of the minimum and maximum constraints listed below and in addition, and single person shall not be assigned a unit with two or more bedrooms:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10

These standards regarding the minimum and maximum number of persons who will occupy the unit will be applied within the restraints of financial solvency and program stability. Assignments of families within the unit ranges indicated above will be determined by the authority based on individual family needs. When it is found that size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. To the maximum extent possible, needed transfers will take precedence over new admissions.

The ST. CHARLES PARISH PHA reserves the right to over house in its conventional public housing programs in an effort to correct unacceptably high vacancy rates. An

unacceptably high vacancy rate is when a development or the ST. CHARLES PARISH PHA wide vacancy rate is 2% or more. Families placed into larger than needed units will sign a waiver agreeing to be transferred to a smaller, but appropriate sized unit, should the larger unit be needed in the future by an applicant family or a tenant family.

When it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy (E1.0).

C6.0 **Broad Income Ranges**

The Authority will employ a system of income ranges in order to maintain a resident body in each project composed of families with a range of incomes and rent-paying abilities representative of the range of income of lower income family in the authority's area of operation and will take into account the average rent the authority should receive to maintain financial solvency. This authority's selection procedures are designed so that selections of new residents will bring the authority's actual distribution of rents closer to the schedule of projected distribution of rents. Ranges of income are developed separately for elderly and non elderly families.

The Authority's broad range of incomes will be updated annually and the most current policy will be included in this document.

C7.0 **Applicant Selection and Assignment Plan**

Applicants are given one vacant unit choice before they fall to the bottom of or are removed from the waiting list.

Applications will be filed and selected in the following order:

1. By unit type (regularly, elderly, special handicapped) and in unit size by bedrooms.
2. By priority rating:

First Priority – 40% of families with 30% of area median income; 30% of families with 50% of area median income; and 30% of families with 80% of area median income.

The priorities above, are by date and time of application.

C7.1 **Applicant Assignment**

Selection of an applicant family for making offers of dwelling units shall be performed by matching the ranking unit to the applicant as follows:

1. The ranking rentable unit is that rentable dwelling unit which is located in the neighborhood having the greatest number of the same bedroom size and type of rentable vacant units. A rentable unit is a vacant unit which has been prepared for re-occupancy, and which is not encumbered by an offer that has been made but not yet accepted or rejected.
2. The ranking applicant family is that eligible family with the highest priority as defined in this Policy, or, priority being equal, the earliest date and time of application.

C7.2 De-concentration

Under the Quality Housing Work Responsibility Act, the ST. CHARLES PARISH PHA has an affirmative obligation to de-concentrate poverty and to seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. To accomplish this objective, the ST. CHARLES PARISH PHA will employ waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at all developments, the utilization of appropriate marketing efforts, the provision of additional supportive services, consultation, information and/or amenities, and rent incentives. The ST. CHARLES PARISH PHA will target new admissions as follows: 40% if new admissions will be families with 30% of area median income; 30% of new admissions will be families with 50% of area median income, and 30% of new admissions will be families with 80% of area median income. The ST. CHARLES PARISH PHA will affirmatively use the above means to achieve this goal.

C7.3 Dwelling Unit Offers

When the ranking applicant is matched to the specific ranking units, that dwelling unit becomes unrentable until the offer made is accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

1. As an application becomes within the top five on the waiting list, the ST. CHARLES PARISH PHA will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about requirements for move-in, such as utility company verifications, security

deposits, etc. For an applicant on a short waiting list, these steps enumerated above may be included in the process of taking the complete application.

2. Upon receipt of the initial offer, where the applicant is given one vacant unit choice, the applicant shall have three business days to accept or reject the apartment. Failure to give answer within the prescribed time period shall be counted as rejection of the offer. Failure to respond to an offer, will result in a withdrawal of the offer and the applicant will be removed from the waiting list.
3. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint inspection, establishment of utility services, leasing interview, and lease execution. Normally, this deadline will be within three working days of acceptance of the offer, but may be extended a maximum of five additional days at the discretion of the ST. CHARLES PARISH PHA when necessary to alleviate hardship. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.
4. The ST. CHARLES PARISH PHA only has a certain number of apartments modified for handicapped accessibility. When an accessible apartment becomes available, before the unit is offered to a non-handicapped applicant, the ST. CHARLES PARISH PHA must first offer it to an existing resident having a handicap condition and occupying a non-accessible apartment. If no such resident exists, the apartment must be offered to an applicant on the waiting list having a handicap condition requiring those features. If the accessible unit must be offered to an applicant who does not nor does any family member have an impairment, the ST. CHARLES PARISH PHA may require the applicant to agree to move to a non-accessible unit when such unit is available.

C7.4 **Unit Refusal**

When an applicant refuses an offer of an apartment, the application shall be returned to the waiting list, being assigned (for processing only) the lowest priority and an application date and time which corresponds to the date of refusal. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this Policy.

If the applicant is willing to accept the unit offered by is unable to move at the time of the offer and presents clear evidence of this/her inability to move to the ST. CHARLES PARISH PHA's satisfaction, the refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the eligible applicant list, or placing the application in the inactive status.

If an applicant presents, to the satisfaction of the ST. CHARLES PARISH PHA, clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap condition not related to considerations of race, color, creed, age, handicap, familial status or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the eligible list or placing the application in the inactive status.

C8.0 Leasing of Dwelling Units

The head of household of each family accepted as a resident is required to execute a lease agreement in such form as the ST. CHARLES PARISH PHA shall require prior to actual admission. All remaining adult members who are 18 years of age or older in the household are also required to sign the lease. One copy of the lease will be given to the lessee, while the original will be filed as part of the permanent records established for the family in the ST. CHARLES PARISH PHA Central office as part of the tenant's records.

Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the rent to be charged, the date rent is due and payable, other charges under the lease, and the terms of occupancy. It shall be explained in detail to the head of household or other responsible adult before execution of the lease.

The lease shall be kept current at all times. If a resident family transfers to a different unit in the same or another community, the existing lease will be canceled. A new lease will be executed for the unit to which the family is to move by the head of household. If any other change in the resident's status results in the need to change or amend any provisions of the lease, or if the ST. CHARLES PARISH PHA desires to waive a provision with respect to the resident, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed and made part of the existing lease.

In the case of an inter programmatic or inter development transfer, the tenant file shall follow the tenant to his/her new place of residency.

Certain documents are made part of the dwelling lease by reference. These include, but are not limited to the Admission and Continued Occupancy Policy, and the posted Resident Rules and Regulations.

Cancellation of a resident's lease is to be in accordance with the provisions of the lease. Generally, the lease shall not be canceled or not renewed except for serious or repeated

violations of its terms by the resident. Written records shall be maintained containing the pertinent details of each eviction.

C9.0 Admission of Additional Members to a Current Household

1. Purpose - Population in excess of the number of persons for which a neighborhood or unit was designed is often the cause of many serious management problems including crime, vandalism, excessive maintenance costs, and low resident satisfaction. It is with this in mind that this section of the Policy is established. The purpose is not to establish an alternate means of Admissions.
2. Application Procedure - The resident of a household who wishes to add additional members with the exception of a new born child to their households must first submit a written application, in the form prescribed by management, for approval by the Executive Director or his/her designee.
3. Eligibility Criteria:
 - A. All new members must be determined eligible in accordance with Section C2.0 eligibility criteria.
 - B. The unit in which new members are requesting admission shall not be overcrowded and shall be maintained in accordance with Section C5.0, Occupancy Standards.
4. Application Denial - The ST. CHARLES PARISH PHA may deny the application for inclusion of additional family members for any of the following reasons:
 - A. The dwelling unit is overcrowded or would exceed the Occupancy Standards as outlined in Section C5.0.
 - B. Additional members are not related to resident by blood, marriage or legal adoption.
 - C. Additional members are prior tenants with balances owed.
 - D. Additional members are prior tenants whom have been evicted for criminal or illegal activities.
 - E. Other reasons as determined from time to time by the Executive Director.

5. Additional members who do not require approval of the ST. CHARLES PARISH PHA:

- A. Newborn infants of members of currently on the lease.
- B. Minor children of members currently on the lease who were removed from their care by court action and are being returned.

C10.0 Approval Process for Residents Requesting Permission to Operate a Business in the Unit

Prior to making a determination, the resident shall request the ST. CHARLES PARISH PHA's permission in writing and include in the request a complete outline of business activities and other data as may be requested by the ST. CHARLES PARISH PHA. When a resident desires to operate a legal profit making business from the leased unit, the ST. CHARLES PARISH PHA shall use the following factors in determining whether or not such activities are incidental to the primary use of the leased unit:

- A. Local building health codes, requirements for license or governmental approval.
- B. Local zoning ordinances.
- C. The effect on ST. CHARLES PARISH PHA insurance coverage.
- D. Utility consumption.
- E. Possible damage to the leased unit.
- F. Estimated traffic and parking.
- G. Disturbance of other residents.
- H. Attraction of non-residents to the neighborhoods.
- I. Possible use of resident business as a cover for drug-related activities.

In addition, the ST. CHARLES PARISH PHA shall take into consideration the may benefits to be found in small-scale in-home businesses such as: supplying necessary services to the developments; opportunities for individual economic and personal development; increased feeling of self-worth and a positive sense of community; and potential increased resident income.

C11.0 Family Choice of Rental Payment

Resident who occupy dwelling units within the ST. CHARLES PARISH PHA will be afforded a choice, annually, whether to pay rent based on their income (generally up to 30% of the adjusted income, or to pay a flat rent, based on the rental value of the unit. Families experiencing hardships may switch from paying flat rents to income based rents. Incomes of families paying flat rents will be reviewed no less than once every three years; incomes families paying income-based rents will continue to be reviewed once a year. The schedule of flat rents for the ST. CHARLES PARISH PHA is as follows:

Bedroom Size	Flat and Ceiling Rents
0 Bedroom	\$100.00
1 Bedroom	\$175.00
2 Bedroom	\$200.00
3 Bedroom	\$250.00
4 Bedroom	\$300.00
5 Bedroom	\$325.00

CONTINUED OCCUPANCY

D1.0 Eligibility for Continued Occupancy

There is to be eligible for continued occupancy in the ST. CHARLES PARISH PHA communities only those residents:

1. Who qualify as a family as defined by requirements contained in this Policy (see definition in B1.0).
2. Who conform to the Occupancy Standards established for lower income housing (see C5.0).
3. Whose past performance in meeting financial obligations, especially rent, is satisfactory; and
4. Who have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary house keeping practices, substance abuse, sexual deviation, or any other history which may be reasonably expected to adversely affect the health, safety, or welfare of other residents; the peaceful enjoyment of the neighborhood by other residents, and the physical environment and fiscal stability of the neighborhood.
5. Whose family does not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of fire hazard through acts such as the hoarding of rags and papers;

severe damage to premises and equipment, it if is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its house keeping and the agency reports that the family shows potential for improvement, a decision as the eligibility shall be reached after a referral with the Executive Director or his/her designee. This category does not include families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

6. Who do not have a history of criminal activity, which, if continued, could adversely affect the health, safety, or welfare of other residents.
7. Who continues to occupy the apartment on a full time basis. Ownership or occupancy of another dwelling unit or failure to occupy the unit for a period greater than thirty (30) days shall be grounds for termination of the lease.
11. Who are, with the aide of such assistance is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. A person or persons remaining as a resident of a family may be permitted to remain in occupancy provided that the ST. CHARLES PARISH PHA in its sole judgment, determines that the remaining person(s) is (are):
 - A. Otherwise eligible for continued occupancy; and
 - B. Capable of carrying out all lease obligations, including but not limited to: rent payment, care of apartment, and proper conduct; and
 - C. Willing to assume all lease obligations of the prior lessee, including all payments under the lease; and
 - D. Legally competent to execute a lease in his/her own name. The ST. CHARLES PARISH PHA will not execute a lease with a minor.

D2.0 **Re-examination**

Re-examination of income and family circumstances are conducted for the following purposes:

1. To comply with the Federal and State requirements relating to annual re-examinations.
2. To determine if each family remains eligible for continued occupancy under the terms of the lease and this Policy.
3. To determine if the unit size and type are still appropriate to the family's needs

and in compliance with the Occupancy Standards.

4. To establish the total Resident Payment and the Resident Rent to be charged to the family.
5. Interim re-examination shall be conducted within 30 days of a change in income or family composition. It is the family's responsibility to initiate the process.
6. Interim re-examination is required for the following: transfers; interim rent adjustments; changes in names of head of household or other adult members in the household; and in other special circumstances which affect family composition or income.

D2.1 **Annual Re-examination**

Annual re-examinations are necessary to comply with the Federal requirement that each family have its eligibility re-examined at least every twelve months. Residents will be notified in writing of the requirements for re-examination in sufficient time to allow for the complete processing and verification of data. Failure to complete re-examination is a serious lease violation that will result in the termination of tenancy. Failure to complete re-examination includes:

1. Failure to appear for a scheduled re-certification interview without making prior alternative arrangements with the ST. CHARLES PARISH PHA.
2. Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility.
3. Refusal to properly execute requirement documents.

Community Service and Self-Sufficiency

In accordance with 24 CFR part 960, effective for each family at the family's next regularly scheduled annual reexamination on or after October 1, 1999, and for families admitted after October 1, 1999, all adult residents must:

1. Contribute 8 hours per month of community service or
2. Participate in an economic self-sufficiency program for 8 hours per month

Exemptions

1. Elderly

2. Blind or disabled defined under law and who is unable to comply with the community service requirement, or
3. Caretaker of such an individual
4. Working/exempted from work by State
5. Receiving assistance and not in noncompliance with State or TANF requirements

The ST. CHARLES PARISH PHA will develop policies and procedures for determining and documenting residents' exemptions.

Generally, the ST. CHARLES PARISH PHA will re-verify exemption status annually.

The ST. CHARLES PARISH PHA shall permit residents to change exemption status during the year.

Persons with a disability are not necessarily automatically exempt from community service requirement.

1. A person is exempt only to the extent the disability makes the person "unable to comply".

Community Services include:

1. Improving the physical environment of the resident's development,
2. Volunteer work in a local school, hospital, child care center, homeless shelter, or other community service organization,
3. Working with youth organizations
4. Helping neighborhood groups on special projects,
5. Participating in drug and alcohol counseling programs, budget and credit counseling programs, and English proficiency programs,
6. Apprenticeship and job readiness training

Non-compliance with community service requirements will result in eviction.

D2.2 **Special Re-examinations**

If at the time of admission, annual re-examination or interim re-examination, it is not possible to make an estimate of the Family Income with any reasonable degree of accuracy because:

1. Family members are unemployed and there are not anticipated prospects of employment; or

2. The conditions of employment and/or income are so unstable as to invalidate usual and normal standards of determination;

Then a special re-examination will be scheduled on a date determined by the ST. CHARLES PARISH PHA's estimate of the time required for the family's circumstances to stabilize. If at the time of the scheduled special re-examination, it is still not possible to make a reasonable estimate of family income, special re-examinations will continue to be scheduled until such time as a reasonable estimate of family income can be made and the re-examination completed. The special re-examinations are not to replace the annual re-examination.

D2.3 **Interim Reexaminations**

Interim re-examinations are performed to allow residents to comply with the dwelling lease requirements to report changes in income and family circumstances. The following are specific changes that must be reported in writing within thirty (30) day of their occurrence. No adjustment of rent either upward or downward is to be made except at the time of a regular or special re-examination unless:

1. There is a change in family composition. (Additions to the family, other than through birth of a child to a family member on the least, must be approved by management in advance as established in this Policy).
2. There is a new source of family income. Changes in family income resulting from increases or periodic increases in government benefits do not have to be reported to on-site management until annual re-examination, unless the amount of increase is equal to or greater than \$40 per month. However, a family who has had an income reduction between annual re-examinations must report all changes in income regardless of the amount or source within thirty (30) day of their occurrence.
3. A hardship occurs. A hardship is interpreted to mean the occurrence of a situation that would warrant a reduction in rent based on the current definition in income and maximum rent-to-income ratio.
4. There is a need to correct an error. The rent increase or decrease will be made as appropriate based on the circumstances.

Rent increases shall be made effective the first day of the second month following the month in which the change actually occurred, after having given the resident a written thirty (30) day notice.

Rent decreases resulting from changes specified in items 1, 2, and 3 above shall be made effective the first day of the month following the month in which the change was REPORTED IN WRITING, provided that no decrease shall be made until proof of changes, as outlined above, has been furnished and deemed sufficient by management. When rent is reduced between re0-examinations, the resident must report all changes in income regardless of amount or source and rent shall be adjusted accordingly. It is the responsibility of the resident to report in writing all changes as outlined within thirty (30) days of their occurrence.

D2.4 **Processing Re-examinations**

All re-examinations - annuals, specials and interims - shall be processed under the following conditions:

1. All data must be verified and documented as required in C3.0. The ST. CHARLES PARISH PHA WILL NOT ADJUST RENTS downward until satisfactory verification is received.
2. Lease terminations resulting from re-examinations shall be conducted in accordance with the terms of the lease.
3. Families who are determined to be in an incorrect size or type of unit will be placed on the Transfer List in accordance with the Transfer Policy contained in this Policy, or be allowed to remain if over housed in accordance with ST. CHARLES PARISH PHA's vacancy reduction policy.
4. All interim changes in resident's rent are to be made by a copy of Notice of Rent Adjustment that shall become part of the lease. Changes in rent resulting from an annual re-certification shall be incorporated into the lease by a Notice of Rent Adjustment.
5. Interim decreases in rent shall be effective on the first day of the month following the month in which the change was reported in writing and verification is completed to the satisfaction of the ST. CHARLES PARISH PHA.
6. Interim increases in rent are to be effective on the first day of the month following the month in which the change actually occurred. For employment, this is the date employment began, not the date income was first received. For government benefits, this date is the beginning of the period covered by payment. The ST. CHARLES PARISH PHA shall give a thirty (30) day written notice of the increase.
7. If it is found that a resident has misrepresented or failed to report facts upon

which his/her rent is based so that he/she is paying less than he/she should be paying, the increase in rent shall be made retroactively to the date that the increase would have taken effect. The resident may be required to pay within seven (7) days of official notification by the ST. CHARLES PARISH PHA or be required to sign and abide by a repayment agreement, the difference between the rent he/she had paid and the amount he/she should have paid. In addition, misrepresentation is a serious lease violation that may result in termination of the lease.

D3.0 **Re-examination Dates**

The re-examination date(s) is the effective date of rent changes resulting from the annual re-examination. The re-examination will commence sufficiently in advance to obtain signed application for Continued Occupancy as may be appropriate and to process to completion.

D4.0 **Temporary Rents**

If , at the time of admission or re-examination, the ST. CHARLES PARISH PHA can satisfy itself that a family is of low income and within the approved income limits, but cannot make a determination of income for purposes of determining rent with a necessary degree of accuracy because of the inability to secure adequate verification or instability of income, a temporary rent may be established based on data supplied by the resident family in its application for continued occupancy. The resident will be notified of this action by a temporary rent notice or such other method determined to be legally and administratively sufficient and that his/her appropriate rent, when determined, will be effective retroactively to the date of re-examination. The resident will be required to pay any balance due or the ST. CHARLES PARISH PHA will credit his/her account with any overpayment that results from a temporary rent. The ST. CHARLES PARISH PHA will schedule special re-examination of all factors relating to both rent and eligibility of each resident established on a temporary rent at intervals established by the ST. CHARLES PARISH PHA until a permanent determination can be made as to rent and eligibility status of the family.

All families whose Total Resident Payment is \$0 based on their report of no family income may be placed on temporary rent based on income reported and may receive re-certifications at one month intervals.

D5.0 **SECURITY DEPOSITS**

Each tenant is required to pay a security deposit as stipulated by the ST. CHARLES PARISH PHA.

Payments must be made prior to occupancy, unless other arrangements are made. The security deposit will be returned to the tenant within 15 days after move-out if the following conditions are met:

1. There is not unpaid rent or other charges for which the tenant is liable.
2. The apartment and all equipment are left reasonably clean and all trash and debris have been removed by the tenant.
3. There is no breakage or damage beyond that expected from normal use.
4. All keys issued to the tenant are turned in to the management office when the tenant vacates the apartment.

The security deposit may not be used to pay charges during occupancy. The amount of the security deposit is contained in this document.

D6.0 **Eviction of Families Based on Income**

ST. CHARLES PARISH PHA shall not commence eviction proceedings, or refuse to renew a lease, based on income of the resident family unless:

1. It has identified, for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding the Resident Rent as Defined in B1.0; or
2. It is required to do so by Local Law.

D6.1 **Eviction of Families for Drug-Related and/or Criminal Activities**

ST. CHARLES PARISH PHA shall commence eviction proceedings of the resident family for:

1. Any drug-related activities of the resident, household member of guests;
2. Any criminal activities occurring on or of the premises;
3. Alcohol abuse is grounds for termination if it is determined that such abuse interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.

The ST. CHARLES PARISH PHA has a “one strike” or “zero tolerance” policy with respect to violations of lease terms regarding drug-related and other criminal activities.

TRANSFERS

E1.0 Transfer Policy

Objectives of the Transfer Policy:

To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate sized unit.

To facilitate humane relocation when required for modernization or other management purposes.

To facilitate relocation of families with complete and permanent inability to continue in a multiple-story apartment.

To eliminate vacancy loss and other expenses due to unnecessary transfers.

E1.1 Types of Transfers

1. ST. CHARLES PARISH PHA initiated - The ST. CHARLES PARISH PHA may at its discretion, transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management as follows:
 - a. In the event of a fire, accident or natural disaster that results in the dwelling unit becoming uninhabitable, the resident will be offered alternative accommodations within the neighborhood if a rentable unit in the appropriate size is available. The option to transfer fire or disaster victims is open to the ST. CHARLES PARISH PHA: project management may review rent paying history, housekeeping, illegal or criminal activity, and/or social dysfunction and use these criteria for making the determination to re-house. The Executive Director of ST. CHARLES PARISH PHA has ultimate responsibility for providing shelter for victims of fire or disaster. If the appropriate unit size is not available within the same neighborhood, the family may be transferred to an appropriate size unit at another ST. CHARLES PARISH PHA-owned neighborhood. If the move is to a site where residents purchase all or some utilities, the resident will pay the cost of any deposit required by the utility company. If an appropriate size unit is not available, ST. CHARLES PARISH PHA-wide then the family may be over-housed but placed on the transfer list with the transfer being accomplished at the appropriate time. The resident will be required to pay all relocation

expenses.

- b. If a neighborhood is undergoing modernization type work that necessitates vacating apartments, the affected residents will be relocated at the ST. CHARLES PARISH PHA's expense in available vacant units within the ST. CHARLES PARISH PHA.
 - c. To protect a family from reprisals because family members provided information on criminal activities to a law enforcement agency.
 - d. To protect a family whose member(s) have been the victim of a hate crime.
 - e. To accommodate a member of a family who has a mobility or other impairment that makes the person unable to use critical elements of the unit.
 - f. It there is involuntary disposition of the multi-family rental housing development by HUD under Section 203 of the Housing and Community Development Amendments of 1978.
 - g. If determined feasible by management, the ST. CHARLES PARISH PHA will attempt to relocate affected residents into vacant units within the site. Other decisions related to modernization transfers will be made by the Executive Director or his/her designee. The ST. CHARLES PARISH PHA may suspend normal transfer procedures to facilitate modernization type activities.
2. Transfers for Approved Medical Reasons - Resident may be transferred from their current apartment in order to obtain reasonable accommodations of the needs of any resident with disabilities. The ST. CHARLES PARISH PHA may require medical documentation of a resident's condition from a physician or service provider and reserves the right to make its own evaluation of such documentation. Normally such transfers will be within the resident's original neighborhood unless the appropriate size, reasonable accommodations and type does not exist on the site. All other medical related transfer requests shall be determined solely by the Executive Director or his/her designee.

A resident who desires to relocate on advice of a physician or service provider for reasons other than inability to negotiate stairs may file an application for an apartment with the project manager.

3. Transfers to Appropriately Sized Unit - Section 5, Paragraph (a) (2) of the dwelling lease states:

Resident's family composition no longer conforms to management's occupancy standards for the unit occupied, management may require the resident to move into a unit of appropriate size.

This section establishes both that the ST. CHARLES PARISH PHA has an obligation to transfer residents to the appropriately sized unit and that residents are obligated to accept such transfers. These will be made in accordance with the following principles:

- A. Determination of the correctly sized apartment shall be in accordance with the ST. CHARLES PARISH PHA's Occupancy Standards.
 - B. Single persons, elderly and handicapped residents who occupy a one bedroom apartment will not be required to relocate into an efficiency (0-Bedroom) unit.
 - C. Transfers into the appropriately sized unit will be made within the same neighborhood unless that size unit does not exist on the site.
 - D. Management may, at its discretion, separate a single household into multiple households if sufficiently large units are not available or if management and the family determine this to be in the interest of both the family and the neighborhood. Based on the selection criteria for new admissions, management shall determine that each smaller family unit is eligible by HUD definition and contains a leaseholder capable of discharging lease obligations. The new household must apply to the ST. CHARLES PARISH PHA for occupancy and be processed through the regular waiting list procedures.
4. Transfers for Non-handicapped families living in handicapped designated units
Section 1(a) of the dwelling lease states what type of unit, as designated by management, that the resident family is residing in. Section 5(e) of the dwelling lease states: if the unit leased is a handicapped designated unit as checked in Section 1 (a) and the resident family occupying the unit is not a family with handicapped individuals, the resident agrees to transfer to a non-handicapped unit if and when the unit is needed for a handicapped family.

The ST. CHARLES PARISH PHA may from time to time have an excess of handicapped accessible units. In an effort to get the best use of all units, the ST. CHARLES PARISH PHA may from time to time rent a handicapped designated unit to

a family who has no handicapped members. The ST. CHARLES PARISH PHA will advise the family of the requirements to transfer if and when a handicapped designated family is determined eligible. If the family selected for the unit decides not to accept the unit because of the requirement to move at some date in the future, the refusal shall not count against the family.

This section establishes both that the ST. CHARLES PARISH PHA has an obligation to transfer non-handicapped residents residing in handicapped designated units to non-handicapped designated units and that non-handicapped families are obligated to accept such transfers. These will be made in accordance with the following principles:

- A. Transfers to a non-handicapped designated unit will be made within the same neighborhood unless that size unit does not exist.
- B. Transfers to a non-handicapped designated unit will be made outside of the same neighborhood if that size unit does not exist on the site.
- C. Management, may at it's discretion, separate a single household into multiple households if sufficiently large units are not available or if management and the family determine this to be in the interest of both the family and the neighborhood. Based on the selection criteria for new admissions, management shall determine that each smaller family unit is eligible by HUD definition and contain a legal leaseholder capable of discharging lease obligations. For the purposes of determining the priorities for transfers, this type of transfer shall be considered an ST. CHARLES PARISH PHA initiated transfer.

E1.2 **Priorities for Transfers**

All transfers must be either for approved medical reasons, for relocation to an appropriately sized unit or be initiated by the ST. CHARLES PARISH PHA. No other reasons for transfers will be considered. Within the eligible types, transfers shall be performed according to the following priorities:

- 1. ST. CHARLES PARISH PHA initiated transfers;
- 2. Transfers to a single-level apartment for approved medical reasons;
- 3. Residents who are under-housed by one or more bedrooms as is consistent with HQS and Housing Code enforcement for St. Charles Parish Parish, LA;

4. Residents who are over-housed by one or more bedrooms and not over-housed by the ST. CHARLES PARISH PHA to remedy vacancy rate;

ST. CHARLES PARISH PHA initiated transfers always have priority over new move-ins. The remainder shall be mixed with new move-ins in a ratio of one transfer to five new move-ins. Within each priority type, transfers will be ranked by date. In transfers requested by residents for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by management. In case of an involuntary transfer, the date will be that on which management verifies that the change occurred. Management reserves the right to immediately transfer any family who has misrepresented family circumstances or composition.

E.13 **Transfer Procedures**

The ST. CHARLES PARISH PHA staff shall:

1. Determine whether a vacancy is used for transfer or move-ins based on priorities and established ratios.
2. Coordinate actual transfers with other ST. CHARLES PARISH PHA staff.
3. Maintain transfer logs and records for audit.
4. Notify residents with pending transfers as their name approaches the top of the list.
5. Counsel with residents experiencing problems with transfers, assisting hardship cases to find assistance.
6. Issue final offer of vacant apartment as soon as vacant apartment is identified.
7. Issue notice to transfer as soon as vacant apartment is available for occupancy. This notice will give the resident four (4) working days to complete transfer.
8. Process transfer documents.
9. Participate in planning and implementation of special transfer systems for modernization and other similar programs.
10. Inspect both apartments involved in the transfer, charging for any resident abuse.

Only one offer of an apartment will be made to each resident being transferred within his/her own neighborhood. A resident being transferred outside his/her own neighborhood will be allowed to refuse one offer only. In the case of a family being transferred from a unit which is uninhabitable, incorrectly sized, or scheduled for major repairs, failure to accept the unit offered, or the second unit offered in the case of a transfer outside the neighborhood, will be grounds for termination of the lease. When a person has requested a single-level apartment for approved medical reasons declines the offer of such an apartment, the ST. CHARLES PARISH PHA will notify the resident in such cases that the ST. CHARLES PARISH PHA has discharged its obligations to the resident, that he/she remains in the apartment as his/her own risk, and that the ST. CHARLES PARISH PHA assumes no liability for his/her condition.

E1.4 **Right of Management to Make Exceptions**

This Section of the Policy is to used as a guide to insure fair and impartial means of assigning units for transfer. It is not intended that this Policy shall create a property right or any other type of right for a resident to transfer or refuse transfer. Management reserves the right to make exceptions to this Policy as circumstances require, consistent with applicable regulations of the Department of Housing and Urban Development.

FRAUD

F1.0 **Fraud**

The ST. CHARLES PARISH PHA takes the position that:

Any person who obtains or attempts to obtain or who establishes or attempts to establish or, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any public housing or a reduction in public housing rental charges or nay rent subsidy or payment from a resident in connection with public housing to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a fraud.

The ST. CHARLES PARISH PHA considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

1. An applicant family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
2. If any examination of the resident's file discloses that the resident made any misrepresentation at the time of admission or any pervious re-certification date,

which resulted in his/her being classified as eligible when in fact he/she was ineligible, the resident may be required to vacate the apartment even though he/she may be currently eligible.

3. A resident family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.
4. If it is found that the resident's misrepresentation resulted in his/her paying a lower resident rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the resident remains in occupancy, but failure to pay under terms established by the ST. CHARLES PARISH PHA shall always result in immediate termination of the lease. The ST. CHARLES PARISH PHA reserves the right to demand full payment within seven days.
4. The ST. CHARLES PARISH PHA shall report apparent cases of resident or applicant fraud to the appropriate government agency. It shall be the policy of the ST. CHARLES PARISH PHA to press State and Federal authorities for prosecution of cases which, in the ST. CHARLES PARISH PHA's judgment, appear to constitute willful and deliberate misrepresentation.

RENT COLLECTION POLICY

G1.0 General Selection

Rent is due on or before the 1st day of each month and is delinquent after the sixth (6th) calendar of the month.

Excess utilities are due the fifteenth day after the notice of the charge.

Maintenance charges and all other charges are due the fifteenth day after notification of the charge. (i.e. Work Order copy, letter, etc.) Maintenance charges and other charges, not otherwise mentioned in this policy, appearing on the rental accounts are due the fifteenth day following written notification of the charge.

All payments received shall be applied to the oldest debt first, unless written instructions are received from the resident to the contrary or unless some charges are currently contested under a written grievance.

No amount shall be considered too small to issue a dispossessory warrant.

Management reserves the right to waive late charges or to accept payments after the delinquency dates as determined on a case by case basis.

Rental Payments After the Delinquency Date

The ST. CHARLES PARISH PHA may assess a late charge to all residents, except those residents who have received a waiver, on the delinquency date. The late charge is \$25.00.

Payments tendered by residents after the delinquency will not be accepted by management. No partial payments will be accepted after the delinquency date.

A resident will be allowed to tender rent and other charges then due in full after termination of the dwelling lease only once, and then only after completion of rent counseling by the Executive Director.

Failure to make payments when due and before expiration of the dwelling lease termination, shall result in an issuance of a dispossessory warrant upon expiration of all legal notices.

G1.1 Procedures After the Expiration of the Termination of the Dwelling Lease

- A. Immediately after the expiration of the lease termination notice, management will issue a demand notice.
- B. No payments will be accepted after the demand notice is issued except from residents who have an approved request for late payment or complete a rent counseling interview as outlined in G1.1 (D), provided the rent counseling interview is completed prior to the issuance of a dispossessory warrant.

G1.2 Retroactive Rent Charges

Retroactive Rent charges will be due and payable within 7 days of written notice unless arrangements are made to this day to make installment payments. Normally retroactive rent installment payments must be computed not to exceed three (3) month pay off. If the amounts are large and the resident will not be able to pay off the retroactive rent charge within three (3) months, a repayment schedule may be established allowing a longer period, provided the resident agrees to pay the principal plus 12% interest.

G1.3 Vacated Residents With Balances

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

G1.4 **Dispossessory Warrants Issued For the Second Time**

If a resident has a disposition warrant for non-payment of rent issued against him/her a second time within a twelve month period, tender of rent will not be accepted and the resident will be required to vacate the premises. This action does not relieve the amount owed. The resident will be required to pay any balance owing plus any costs associated with the amount owed.

G1.5 **Welfare Recipients' Income Changes**

Families will not have their rent reduced if welfare assistance reduced due to:

1. Fraud
2. Failure to participate in economic self-sufficiency programs
3. Failure to comply with work activities requirements.

Not applicable if the welfare reduction is:

1. Result of the expiration of a life time limit of welfare benefits; or
2. Where the family has complied with welfare program requirements but cannot find a job.

Hardship Exceptions

Generally financial hardships include the following situations:

1. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
2. The family would be evicted as a result of applying the minimum rent requirement;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred; and
5. Other circumstances determined by the ST. CHARLES PARISH PHA or HUD

Family Request for Hardship Exception

If the family requests a hardship exemption, the minimum rent requirement is immediately suspended.

The minimum rent is suspended until the ST. CHARLES PARISH PHA determines whether there is a hardship covered by the statute, and whether the hardship is temporary or long-term.

If the ST. CHARLES PARISH PHA determines that there is not hardship covered by the statute, minimum rent is imposed (including back payment for minimum rent from the time of suspension).

Temporary Hardship

A Hardship exemption may not be provided if the hardship is determined temporary.

However, the ST. CHARLES PARISH PHA will not evict the family for nonpayment of rent on the basis of hardship if the hardship is determined by the ST. CHARLES PARISH PHA be temporary during the 90-day period beginning upon the date of the family's request for exemption.

During this 90-day period, the family must demonstrate that the financial hardship is long-term.

If the family demonstrates that the hardship is long-term, the ST. CHARLES PARISH PHA will retroactively exempt the family from the minimum rent requirement for the 90-day period.

A reasonable repayment agreement must be offered for any rent not paid during that period.

Long-Term Hardship

If the family demonstrates that the hardship is long-term, the ST. CHARLES PARISH PHA will retroactively exempt the family from the minimum rent requirement.

Effective Retroactive to October 21, 1998

If a tenant has qualified for a hardship exemption since that date and was charged minimum rent, the ST. CHARLES PARISH PHA will reimburse the tenant.

The ST. CHARLES PARISH PHA will notify all families who were charged the Minimum Rent at that time and offer them an opportunity to request a hardship exemption.

Switching Rent Determination Methods Because of Hardship Circumstances

Upon a determination that the family is unable to pay the flat rent because of financial hardship, the ST. CHARLES PARISH PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent

Hardship includes:

Income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income of other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Other situations as determined by the ST. CHARLES PARISH PHA.

Permissive Deductions

"Permissive deductions" replace current "Optional income exclusions" .

Examples of permissive deductions include:

Excessive travel expenses not to exceed \$25 per family per week for travel related to employment, education or training

An amount of a family's earned income, based on any of the following:

All the earned income of the family

The amount earned by particular members of the family

The amount earned by families having certain characteristics

The amount earned by families, which could include payroll deductions such as social security taxes, income taxes, and medical insurance premiums.

ST. CHARLES PARISH HOUSING AUTHORITY

Grievance Policy and Procedures

Definitions.

Directive Number: 966.53

For the purpose of this subpart, the following definitions are applicable:

- (a) Grievance shall mean any dispute which a tenant may have with respect to the St. Charles Parish Housing Authority's action or failure to act in accordance with the individual tenant's lease or St. Charles Parish Housing Authority regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- (b) Complainant shall mean any tenant whose grievance is presented to the St. Charles Parish Housing Authority or at the project management office in accordance with Sec. 966.54 and 966.55(a)
- (c) Elements of due process shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - (1) Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the tenant to be represented by counsel;
 - (3) Opportunity for the tenant to refute the evidence presented by the St. Charles Parish Housing Authority including the right to confront and cross - examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 - (4) A decision on the merits.
- (d) Hearing officer shall mean a person selected in accordance with Sec. 966.55 of 24 CFR to hear grievances and render a decision with respect thereto.
- (e) Hearing panel shall mean a panel selected in accordance with Sec. 966.55 of 24 CFR to hear grievances and render a decision with respect thereto.
- (f) Tenant shall mean the adult person (or persons) (other than a live-in aide):
 - (1) Who resides in the unit, and who executed the lease with the St. Charles Parish Housing Authority as lessee of the dwelling unit, or, if no such person now resides in the unit,
 - (2) Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.

Informal settlement of grievance.

Directive Number: 966.54

Purpose: The purpose of this policy is to assure that the St. Charles Parish Housing Authority has a sound program regarding the appeal rights of residents of the Housing Authority.

Procedure: Any grievance shall be personally presented, either orally or in writing, to the St. Charles Parish Housing Authority office or to the office of the project in which

the complainant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time and one copy shall be given to the tenant and one retained in the PHA's tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under Sec. 966.55 may be obtained if the complainant is not satisfied.

Procedures to obtain a hearing.

Directive Number: 966 55

- (a) Request for hearing. The complainant shall submit a written request for a hearing to the St. Charles Parish Housing Authority within 5 days after receipt of the summary of discussion pursuant to Sec. 966.54. For a grievance under the expedited grievance procedure pursuant to Sec. 966.55(g) (for which Sec. 966.54 is not applicable), the complainant shall submit such request at such time as is specified by the St. Charles Parish Housing Authority for a grievance under the expedited grievance procedure. The written request shall specify:
 - (1) The reasons for the grievance; and
 - (2) The action or relief sought.
- (b) Selection of Hearing Officer or Hearing Panel. (1) A grievance hearing shall be conducted by an impartial person or persons appointed by the St. Charles Parish Housing Authority, other than a person who made or approved the St. Charles Parish Housing Authority action under review or a subordinate of such person.
- (2) The St. Charles Parish Housing Authority may use either of the following methods to appoint a hearing officer or panel:
 - (i) A method approved by the majority of tenants (in any building, group of buildings or project, or group of projects to which the method is applicable) voting in an election or meeting of tenants held for the purpose.
 - (ii) Appointment of a person or persons (who may be an officer or employee of the PHA) selected in the manner required under the St. Charles Parish Housing Authority's grievance procedure.
- (3) The St. Charles Parish Housing Authority shall consult the resident organizations before PHA appointment of each hearing officer or panel member. Any comments or recommendations submitted by the tenant organizations shall be considered by the Housing Authority before the appointment.
- (c) Failure to request a hearing. If the complainant does not request a hearing in accordance with this paragraph, then the St. Charles Parish Housing Authority's disposition of the grievance under Sec. 966.54 shall become final:

Provided, That failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the St. Charles Parish Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.
- (d) Hearing prerequisite. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Sec. 966.54 as a condition precedent to a hearing under this section:

Provided, That if the complainant shall show good cause why he failed to proceed in accordance with Sec. 966.54 to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing

panel.

- (e) Escrow deposit. Before a hearing is scheduled in any grievance involving the amount of rent as defined in Sec. 966.4(b) of subpart A of 24 CFR which the St. Charles Parish Housing Authority claims is due, the complainant shall pay to the St. Charles Parish Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. The Housing Authority in extenuating circumstances may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure:
 - Provided, That failure to make payment shall not constitute a waiver of any right the complainant may have to contest the St. Charles Parish Housing Authority's disposition of his grievance in any appropriate judicial proceeding.
- (f) Scheduling of hearings. Upon complainant's compliance with paragraphs (a), (d) and (e) of this section, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate St. Charles Parish Housing Authority official.
- (g) Expedited grievance procedure. (1) The St. Charles Parish Housing Authority may establish an expedited grievance procedure for any grievance concerning a termination of tenancy or eviction that involves:
 - (i) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the St. Charles Parish Housing Authority's public housing premises by other residents or employees of the Housing Authority, or
 - (ii) Any drug-related criminal activity on or near such premises.
- (2) In the case of a grievance under the expedited grievance procedure, Sec. 966.54 (informal settlement of grievances) is not applicable.
- (3) Subject to the requirements of this policy, the St. Charles Parish Housing Authority may adopt special procedures concerning a hearing under the expedited grievance procedure, including provisions for expedited notice or scheduling, or provisions for expedited decision on the grievance.

Procedures governing the hearing.

Directive Number: 966 56

- (a) The hearing shall be held before a hearing officer or hearing panel, as appropriate.
- (b) The complainant shall be afforded a fair hearing, which shall include:
 - (1) The opportunity to examine before the grievance hearing any St. Charles Parish Housing Authority documents, including records and regulations that are directly relevant to the hearing. (For a grievance hearing concerning a termination of tenancy or eviction, see also Sec. 966.4(m).) The tenant shall be allowed to copy any such document at the tenant's expense. If the Housing Authority does not make the document available for examination upon request by the complainant, the Housing Authority may not rely on such document at the grievance hearing.

- (2) The right to be represented by counsel or other person chosen as the tenant's representative, and to have such person make statements on the tenant's behalf;
 - (3) The right to a private hearing unless the complainant requests a public hearing;
 - (4) The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by the Housing Authority, and to confront and cross-examine all witnesses upon whose testimony or information the St. Charles Parish Housing Authority relies; and
 - (5) A decision based solely and exclusively upon the facts presented at the hearing.
- (c) The hearing officer or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
 - (d) If the complainant or the St. Charles Parish Housing Authority fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his right to a hearing. The hearing officer or hearing panel shall notify both the complainant and the St. Charles Parish Housing Authority of the determination:
 Provided, That a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the St. Charles Parish Housing Authority's disposition of the grievance in an appropriate judicial proceeding.
 - (e) At the hearing, the complainant must first make a showing of entitlement to the relief sought and thereafter the Housing Authority must sustain the burden of justifying the Housing Authority or failure to act against which the complaint is directed.
 - (f) The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the Housing Authority, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
 - (g) The complainant or the St. Charles Parish Housing Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
 - (h) Accommodation of persons with disabilities. (1) The St. Charles Parish Housing Authority must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.
 - (2) If the tenant is visually impaired, any notice to the tenant, which is required under this policy, must be in an accessible format.

Decision of the hearing officer or hearing panel.

Directive Number: 966.57

- (a) The hearing officer or hearing panel shall prepare a written decision, together with the reasons therefor, within 5 days after the hearing. A copy of the decision shall be sent to the complainant and the Housing Authority. The St. Charles Parish Housing Authority shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the Housing Authority and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
- (b) The decision of the hearing officer or hearing panel shall be binding on the Housing Authority which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority Board of Commissioners determines within 15 days, and promptly notifies the complainant of its determination, that
 - (1) The grievance does not concern Housing Authority action or failure to act in accordance with or involving the complainant's lease on Housing Authority regulations, which adversely affect the complainant's rights, duties, welfare or status;
 - (2) The decision of the hearing officer or hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions contract between HUD and the Housing Authority.
- (c) A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the Housing Authority or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

ST. CHARLES PARISH HOUSING AUTHORITY

**POLICY ON DECONCENTRATION OF POVERTY
AND INCOME-MIXING**

PURPOSE:

The purpose of this policy is to assure that the St. Charles Parish Housing Authority establishes and implements an affirmative policy on deconcentrating poverty and assuring income-mixing within its developments and buildings.

POLICY:

In accordance with the Quality Housing and Work Responsibility Act of 1998, the St. Charles Parish Housing Authority will take affirmative steps to deconcentrate poverty which will allow for extremely low and low income families to reside next to high income families, and to seek opportunities to insure income-mixing where high income families reside next to extremely low and low income families.

PROCEDURE:

To accomplish this policy, the St. Charles Parish Housing Authority will employ waiting list “skipping” to achieve deconcentration of poverty, the utilization of appropriate marketing efforts, the provision of additional supportive services, the provision of consultation, information and/or new admissions as follows:

The St. Charles Parish Housing Authority will admit 40% of its families whose incomes are 30% of the area median income; 30% of its families will be admitted with 50% of area median income; and 30% of it’s families with 80% of the area median income. The Executive Director of the St. Charles Parish Housing Authority will assure that this policy is implemented.

**HOUSING AUTHORITY OF
St. Charles Parish
SECTION 8 ADMINISTRATIVE PLAN**

TABLE OF CONTENTS

Introduction.....	2
Mission, Goals and Action Plans.....	2
Outreach to Families and Contact with Landlords.....	4
Additional Information to Landlords and Tenants.....	5
Applications for Admission to Section 8 Programs.....	7
Admission to Section 8 Programs Housing.....	10
Briefing of Families.....	13
Issuing, Extending, and Denying Housing Vouchers	15
Denial or Termination of Assistance.....	17
Re-examinations for Continued Occupancy.....	20
Financial Hardship Exemption.....	23
Determining Proper Units Size.....	24
Application Ranking and Selection.....	25
Housing Quality Standards.....	27
Portability.....	28
Rent Reasonableness.....	29
Income Computations/Payment Standards.....	30
Fair Housing.....	33
Organizational Structures and Program Operations.....	35

Appendix

I. Grievance Procedures for Informal Hearings.....	38
II. Definition of Terms.....	42
III. Information Packet	64

"Equal Opportunity Housing"

INTRODUCTION

The St. Charles Parish Housing Authority's Section 8 program is a Rent Assistance Program by which the Housing Authority in partnership with the U.S. Department of Housing and Urban Development (HUD) provides subsidies to be used toward rent payments for low income families. The Section 8 Program will be administered by the St. Charles Parish Housing Authority whose Administrative Office is located in the Boutte Housing Development at 200 Boutte Estates Drive in Boutte, Louisiana, hereafter referred to as SCPHA. The program is geographically available throughout St. Charles Parish. Operational hours are Monday - Friday 8:00 a.m. - 4:30 p.m. Walk-in days are Tuesday and Thursday, with appointments only on Monday, Wednesday and Friday.

This ADMINISTRATIVE PLAN is developed as a management tool that exists to organize and relate the operation of the St. Charles Parish Housing Authority's Section 8 Voucher Program. The effective date of this revision is October 1, 1999.

MISSION, GOALS AND ACTION PLANS

The **MISSION** of the program is to provide low income families in St. Charles Parish with monetary subsidies to purchase housing at fair market rents from private owners. The Four Goals of the Program are to:

1. Assure safe, sanitary and affordable housing to residents of St. Charles Parish.
2. Assure choice in the selection of affordable housing to low income residents of St. Charles Parish.
3. Assure mobility in the selection of housing.
4. Provide growth towards self-sufficiency and economic independence.

The following are the ACTION PLANS which are developed to assure that the Section 8 Program meets its GOALS.

ACTION 1 TO MAXIMIZE HOUSING CHOICE AND SERVICES THROUGHOUT ST. CHARLES PARISH

St. Charles Parish Housing Authority Administrative Plan

The SCPHA Section 8 Program is available in all areas of the Parish. The Parish of St. Charles consists of the unincorporated areas known as Waterford, Montz, Norco, Good Hope, New Sarpy, Ormond, Destrehan, St. Rose, and Almedia on the Eastbank of the Mississippi River and Ama, Killona, Taft, Luling, Lakewood, Mimosa Park, Paradis, Des Allemands, and Boutte on the Westbank of the river.

ACTION 2

TO IDENTIFY LOW INCOME RESIDENTS WHOSE NEED FOR SAFE, SANITARY, AND AFFORDABLE HOUSING IS CURRENTLY UNMET.

SCPHA is well established in the community and known to most social service agencies. We will accept referrals from the following service agencies, as well as any other qualified sources, that have contact with low income, elderly, handicapped, female head-of-households and the working poor: State of Louisiana Department of Welfare, JTPA, The Council on Aging, River Parishes Vo-Tech School, the St. Rose Community Center, and Social Concern.

Outreach techniques will include community/social group contact and public notices in the St. Charles Herald Guide of the monthly Board of Commissioners Meetings and other activities.

ACTION 3

TO SECURE A DIVERSITY OF HOUSING TYPES

SCPHA will aggressively reach out to owners of various types of housing; single family detached, multifamily, doubles, four-plexes, condominiums, trailers and apartments for lease to its Section 8 program participants, SCPHA will take advantage of opportunities to meet in places where potential owners gather and to present, individual and in group presentations, information on leasing to Section 8 Participants. Newspaper advertisements stating SCPHA's need for qualified housing for its Section 8 program participants will also be utilized.

ACTION 4

TO PROVIDE A BRIEFING AND PRE-RENTAL COUNSELING

SCPHA Staff will reinforce during the briefing the right of the voucher holder to select his/her own unit. Counseling will also be provided on Federal Fair Housing Laws and a copy of these rights will be issued within the Voucher Holder's Packet.

ACTION 5

TO PROVIDE ACCESS TO RENTAL INFORMATION

SCPHA will maintain a listing of available housing units that will be posted in the lobby of the Administrative Office. SCPHA will provide information from the listings by telephone for easy access upon request of the applicant. SCPHA will utilize the resources of the real estate community in St. Charles Parish to maximize participant knowledge.

ACTION 6

TO ENACT POLICIES OF PORTABILITY THAT WILL ENABLE VOUCHER HOLDER'S MAXIMUM MOBILITY.

During Pre-Rental Counseling the Voucher Holder will be briefed on the applicable portability guidelines. SCPHA Staff will initiate contact with housing authorities outside its jurisdiction when a voucher holder indicates in writing that they desire to move.

ACTION 7

TO ADMINISTRATIVELY PROMOTE EQUAL HOUSING OPPORTUNITY AND AFFORDABLE HOUSING

The Executive Director of SCPHA will utilize the resources of the real estate community and work with developers, contractors, planners, and private property owners to further the creation and maintenance of suitable housing throughout the parish.

ACTION 8

TO PROMOTE GROWTH TOWARDS SELF-SUFFICIENCY AND ECONOMIC INDEPENDENCE

- a) SCPHA will work closely with all persons willing to work or advance their education in an effort towards attaining self-sufficiency and we believe they should be supported in their effort by providing them and their family a stable, decent, safe and sanitary home until their income increases to economic independence.

- b) SCPHA will provide information and referrals on home ownership opportunities and maintain a listing of HUD acquired repossessed properties, i.e. Resolution Trust property clearances, and other affordable housing opportunities to share with Program Participants to assist them in realizing the dream of home ownership.

OUTREACH TO FAMILIES AND CONTACT WITH LANDLORDS

The U.S. Department of Housing and Urban Development (HUD) has mandated that Authorities adopt preferences for admission to the Section 8 Housing Assistance Program. Since the initiation of this policy, St. Charles Parish Housing Authority has formed a coalition with public and private agencies in the St. Charles Parish area to assist families whose situations meet the criteria for this first consideration.

SCPHA has, in recognition of HUD's resolve to make regulations, income guidelines and each facet of Low Income Public Housing and the Section 8 programs identical, the same format for the acceptance

and processing of all applicants has been incorporated.

The Authority's continuing efforts to advertise and perform other outreach activities to families and owners will be governed by the following:

Since the current waiting list appears to be representative of a cross section of low- income families, SCPHA does not plan special outreach activities. Efforts will be implemented in accordance with the equal opportunity requirements imposed by contract or federal law including applicable requirements under:

The Fair Housing Act, 42 U.S.C. 3610-3619

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d

The Age Discrimination Act of 1975, 42 **U.S.C. 6101-6107**

Executive Order 11063, Equal Opportunity in Housing (1962), as amended, Executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, as amended, Executive Order 12892, 59 FR 2939 (1994)

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

Title 11 of the Americans with Disabilities Act, 42 U.S.C. 12101

If the flow of applicants becomes too rapid in relation to the agency staff capacity to process the applications, measures will be taken to reduce applicant flow, such as reducing the number of days and hours in the week when applications will be accepted. SCPHA, with approval of the Board of Commissioners, also reserves the right to periodically suspend taking of applications until the number of applicants is reduced to a point where a family can be properly placed within one year. Both suspensions and resumptions of application taking will be announced publicly through news releases to the media and by other advertisement in accordance with the notice requirements to lower-income families contained in 24 CFR 982.206. If applicant flow is too slow in relation to the leasing schedule, special outreach efforts will be initiated in accordance with equal opportunity requirements identified above.

At this time, special outreach efforts to owners and property managers are being enforced. SCPHA's Section 8 Assisted Housing Programs are well known in the real estate community, and SCPHA enjoys excellent lines of communication and cooperation with principal owners. Additional efforts will be made utilizing local newspapers, private owners, Board of Realtors, Public Service announcements, church bulletins, etc. when deemed necessary by a shortage in housing availability.

Through SCPHA's well established contacts in the St. Charles Parish real estate community, the Section
St. Charles Parish Housing Authority Administrative Plan

8 staff continually performs outreach to those with units outside areas of low- income and minority concentration. These efforts will be documented by the Section 8 staff and records retained for monitoring.

ADDITIONAL INFORMATION TO LANDLORDS AND TENANTS

OWNER SCREENING RESPONSIBILITIES

Owners are not only permitted, but encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as: payment of rent and utilities; caring for a unit and premises; respecting the rights of others to peacefully enjoy their housing; drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others; and compliance with other essential conditions of tenancy.

30 DAY NOTICE TO LANDLORD

As a matter of Section 8 Program policy, SCPHA staff request its' Section 8 Existing tenants to send a letter to their landlord with a copy to the Section 8 program of their intention to move. This is to be a minimum of (30) thirty days advance notice.* This is not a mandate, it is a practice that has proven to be beneficial. It is recommended that this notice be sent Certified Mail, Return Receipt Requested. In cases of disputes, the (30) thirty days will be measured from the date of Certified Mail documentation. A certified letter is preferred but Section staff will accept normal surface mail. In the case of surface mail the post-mark will be the date of notification.

ABSENT FROM DWELLING UNIT AND FAMILY BREAK UP

Families may not be absent from the dwelling unit for a period of more than 180 consecutive calendar days for any circumstance or for any reason. Does not apply to imprisonment under Family Obligations.

In the event a family breaks up, the head or spouse of family remaining in the unit under lease in the Section 8 Program will remain as the Voucher holder. The other member/members may apply for housing if they desire.

INFORMATION REGARDING LANDLORDS

The SCPHA shall provide a family information regarding practices of the landlord/owner should they request it. The SCPHA shall provide a list of landlords known to the SCPHA who are interested and willing to lease a unit to a family.

The SCPHA, if requested by a family, shall provide a list of barred landlords in the local market.

SECURITY DEPOSITS

An owner may require a family to post a security deposit at the time of the initial execution of the lease.

The deposit must not exceed the deposit charged to non-subsidized tenants or private market practice in general, and shall not exceed the maximum allowed under State or local law. SCPHA will not reimburse damages nor vacancy losses for contracts entered after 10/2/95. Owners who are documented as charging Section 8 renters above non-subsidized renters will be declared ineligible owners.

SCPHA does not assist in the payment of a security deposit. Security deposits must be refunded by the landlord within 30 days after the deduction of average reimbursements for damages beyond normal wear and tear.

CLAIM FOR DAMAGES AND UNPAID TENANT RENT

The owner has the opportunity to collect a security deposit from the tenant. The owner may use this security deposit, subject to State or local law, including any interest accrued on the deposit, for reimbursement of any unpaid rent payable by the tenant, damages to the unit or any other amounts owed by the tenant under the lease.

However, if the security deposit is not sufficient to cover these amounts owed by the tenant, the owner may seek collection of the unpaid balance from the tenant.

When a security deposit is applied against an unpaid balance owed by a tenant, the owner must provide written documentation of all items charged against the security deposit and a breakdown of those charges. Upon resolution of all outstanding charges, any unused balance must be promptly refunded to the tenant.

HOUSING ASSISTANCE PAYMENT TO THE OWNER

Housing Assistance Payments will be paid to an owner in accordance with his/her contract for the dwelling unit under the lease by an eligible family. The housing assistance payments will cover the difference between the Contract Rent and the portion of said rent payable by the family as determined in accordance with HUD established schedules and criteria. No Section 8 assistance may be provided on any unit occupied by an owner or his/her immediate family members.

OWNER'S RESPONSIBILITY FOR DECENT, SAFE AND SANITARY CONDITIONS

The owner will provide all the services, maintenance and utilities which he agrees to provide under the Contract, subject to abatement of housing assistance payments or other applicable remedies if he fails to meet these obligations.

If SCPHA notifies the owner that he has failed to keep the unit in safe, decent and/or sanitary condition, and the owner fails to make corrective actions within the prescribed notice, SCPHA may exercise any of its rights and remedies under the Contract, including abatement of housing assistance payments (even if the family continues occupancy) and termination of the contract. If the family wishes to be re-housed in

another dwelling unit with Section 8 assistance, the SCPHA will issue the family another Voucher.

APPLICATIONS FOR ADMISSION TO SECTION 8 PROGRAMS

Families interested in participating in the Section 8 Program must make application for such assistance on forms provided by the Housing Authority. Applications for Section 8 Housing can be picked up during all normal operating hours however, they will be accepted for return only on Tuesdays from 8:00 a.m. thru 12:00 p.m. and Thursday from 12:00 p.m. thru 4:00 p.m. at the Administrative Office. All applications shall consist of a pre-application as is consistent with SCPHA*s occupancy policies.

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

1. Applications will be accepted regardless of place of current residency, however, the adopted local preferences will grant a priority point to applicants whose applications bear an address within St. Charles Parish.
2. SCPHA *will not*, on account of race, age, color, creed, sex, religion, handicap, familial status, or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs.
3. SCPHA does not discriminate in admission or access to its Federally assisted housing programs. Any individual eligible to be served who has a visual or hearing impairment will be provided with the information necessary to understand and participate in SCPHA*s programs. Executive Director has been designated as the responsible employee to coordinate the Authority*s efforts to comply with the nondiscrimination based on handicap regulations.
4. SCPHA, with Board of Commissioners* approval, reserves the right to suspend taking applications for placement on the waiting list when the current supply of waiting list applications exceeds the number of families which could be reasonably expected to be housed within 24 months
5. All applications must be made by a responsible adult member of the tenant family, who will reside in the household, or a minor person who, by virtue of court order has been determined to be an adult. He/She shall sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. SCPHA reserves the right to require the signature of any or all adult members of the applicant household. No applications shall be accepted unsigned.
6. Application interviews shall be conducted in privacy to the greatest extent possible.
7. In addition to the income and family composition, information regarding the race or ethnic designation of the head of household must be included in the application. The application shall indicate the date and time of application and the Authority*s determination of

St. Charles Parish Housing Authority Administrative Plan

eligibility or ineligibility.

8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented.
9. From time to time, SCPHA shall purge the waiting list application pool of applicants no longer actively seeking housing. Normally, this shall be performed by removing applicants who fail to respond to a “still interested” notice mailed to the last known address on the waiting list application. It shall be the sole responsibility of the applicant to inform SCPHA of changes in address and other family circumstances in writing which might affect the status of the application.
10. SCPHA shall maintain such records as are necessary to document the disposition of all applications and to meet U.S. Department of Housing and Urban Development audit requirements, which currently is for a period of three (3) years.
11. Applications must be updated annually/yearly to stay active.
12. All applicants for Section 8 assistance are placed on a single waiting list according to applicant preference status and the date and time of application. Information on both programs will be given to applicants.

MISREPRESENTATION OF INFORMATION

The SCPHA takes the position that:

“Any person who obtains or attempts to obtain or who establishes or attempts to establish eligibility for, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any assisted housing program or a reduction in tenant rent or any rent subsidy payment from a tenant in conjunction with assisted housing to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a fraud.”

The SCPHA considers the misrepresentation of income and family circumstances to be a serious lease and policy violation, as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

- An applicant family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
- If any examination of the tenant’s file discloses that the tenant made any misrepresentation (at the time of admission or any previous re-certification date) which resulted in his/her being classified as

St. Charles Parish Housing Authority Administrative Plan

eligible when in fact he/she was ineligible, the tenant may have their assistance terminated, even though he/she may be currently eligible.

- A tenant family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.
- If it is found that the tenant's misrepresentations resulting in his/her paying a lower tenant rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid (repayment). This repayment amount shall be paid whether or not the tenant remains on the Section 8 Program, but failure to pay under terms established by the SCPHA shall always result in immediate termination of assistance. A maximum of two repayments will be allowed due to these circumstances, a third will result in eviction. The SCPHA reserves the right to demand full payment within thirty days.

WAITING LIST

- A) APPARENT ELIGIBILITY--Pre-application will be screened by SCPHA Staff for a cursory determination of eligibility. Pre-applications that are apparently eligible will be placed on the waiting list. Each Pre-Application will be set up in a file and stored to provide easy recall. The applicant's name will be added to the next month's waiting list after receipt. The waiting list will show the family's name, ranking, and appropriate voucher size, and preference points approved.
- B) UPDATE REQUIRED --Applicants approved for the waiting list are required to update their application annually. Failure to update timely will cause the application to become inactive and the name will be removed from the waiting list. Notice of annual update will be served by mail to the last known address with the requirement of a response within 10 days.
- C) RE-APPLICATION--Applicants removed from the waiting list for failure to timely update their application must re-apply. The date and time of the new application will determine their waiting list ranking.
- D) CLOSING--SCPHA will close the waiting list when the Executive Director, with approval by Resolution from the Board of Commissioners, finds that there is not reasonable prospect of acquiring vouchers in quantities that will service the current waiting list within reasonable time.

ADMISSION TO SECTION 8 PROGRAM HOUSING

All families who are admitted to Section 8 Housing Programs administered by SCPHA must be individually determined eligible under the terms of this Administrative Plan. SCPHA will grant a minimum of 75% new admissions Section 8 tenant based assistance to extremely low income families. In order to be determined eligible, an applicant family must meet all of the following requirements:

1. The applicant family must qualify as a very low-income or extremely low income family in accordance with the income limits established by the U.S. Department of Housing and Urban Development for St. Charles Parish.
2. Qualifies as a lower income family (other than very or extremely low-income) and is:
 - families continuously assisted in Public, Indian, Section 23, or Section 8 Housing
 - physically displaced rental rehab tenants
 - non-purchasing tenants of certain home ownership programs
 - tenants displaced from certain Section 221 & Section 236 projects
3. The applicant and any other adult members of the family must be United States Citizens OR Eligible Aliens. Applicants admitted after 6/19/95 will be asked to submit information which allows SCPHA to verify evidence of citizenship & immigration status. Families blended with eligible and non-eligible immigrant household members will not be disqualified but are subject to prorated subsidy in accordance with federal calculations.
4. If a prior tenant of public housing or Section 8 housing programs and the family owes money to a SCPHA, the family will not be considered for re-admission until the account is paid in full.
5. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently terminated from the program, even if the family meets current eligibility criteria at that time.
6. The family must not engage in drug-related criminal activity or violent criminal activity, including criminal activity by a family member, or family member*s guests.
7. Once applicant's name is No. 1 on the waiting list the Housing Authority will notify the applicant in writing of appointment date and time for an interview and to complete an Admissions Occupancy Application and bring required qualifying documentation which will be listed on this appointment letter .
8. If the applicant does not have all qualifying documentation at time of initial appointment, a second appointment will be scheduled within two weeks and if these documents still have not been obtained the applicant will be instructed to bring in copies of written requests and/or receipts verifying that these documents were applied for.
9. The Section 8 staff will submit 3^d party verifications for income and child care after this initial

appointment, regardless of whether or not applicant has all documentation and a criminal background check will be obtained by the Housing Authority.

10. If at this second appointment the applicant still has not complied with these requirements he/she will lose his/her place on the waiting list and will have to reapply. The HA will then proceed to the next person on the waiting list.
11. Vouchers will not be issued until 3rd party income verification and child care verification, if applicable, is obtained from the specified sources listed on the application for occupancy and all required documentation is obtained. (Note No.1 Interim Procedures)
12. Once 'absolute eligibility' is determined from receipt of the 3rd party verifications, the applicant is notified and issued a Voucher.

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on the waiting list or issued a voucher under the following circumstances.

1. If the applicant's gross income exceeds the limits established by the U.S. Department of Housing and Urban Development, or if the Total Tenant Payment equals or exceeds the Fair Market Rent or Payment Standard applicable for the correct unit size, the applicant will be declared ineligible.
2. If the applicant does not meet the definition of a family or an elderly family.
3. If the applicant owes a prior debt to SCPHA for any program operated by SCPHA or another HA, State of Louisiana, or any other subsidy program administered by the State or HUD, the applicant will be declared ineligible. At SCPHA discretion, the applicant may be declared eligible upon payment of the debt, with the date and time of application being the time of payment.
4. If the applicant is a former Section 8 program participant who vacated a unit in violation of their lease, the applicant will be declared ineligible. The applicant may re-apply after one (1) year has passed since the violation.
5. If the applicant as a former Section 8 program participant violated any family obligation under 24 CFR 982.552, the applicant may be declared to be ineligible.
6. If the applicant or any member of the applicant's family was evicted from public housing, terminated from the Section 8 Program or threatened or actually demonstrated abusive or violent behavior toward SCPHA or other HA personnel.

Families believing that they have been unfairly denied eligibility

Where the family may lease a unit, including renting a dwelling unit inside or outside SCPHA's jurisdiction

When a family qualifies to lease a unit outside the SCPHA jurisdiction under portability procedures the briefing will include an explanation of how portability works. In addition, the SCPHA may not discourage the family from choosing to live anywhere in the SCPHA jurisdiction or outside the SCPHA jurisdiction under portability procedures.

If a family is currently living in a high poverty census tract in SCPHA jurisdiction, the briefing will also explain the advantages of moving to an area that does not have a high concentration of poor families.

In the briefing process if a family includes a disabled person, the SCPHA will take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6.

In addition, SCPHA will give the family a packet that contains information on all aspects of the Section 8 programs. (See Appendix VI.) A packet containing all items as required and related to information about the Section 8 Existing Housing Programs will be given to eligible families at the time of issuing the Housing Voucher. Individual or group briefing sessions will be conducted to relay pertinent information to the eligible family, including information about fair housing rights.

A standard Section 8 lease is available for use by the landlord but not required. The landlord may use his lease. However, the lease must not contain any clause adversely affecting the family's rights under the lease. The Program Manager will review and approve the lease. The landlord and tenant must sign a HUD Lease Addendum in addition to the Landlord Lease. The HUD Lease addendum will describe the types of lease provisions that are prohibited.

Information on Housing Quality Standards, inspection process, fair market rents, payment standards and availability of units will be discussed.

The family must:

- Supply such certification, release, information or documentation as the HA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible alien status, and submissions required for an annual or interim reexamination of family income and composition.
- Allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice.
- Notify the HA 30 days before vacating the dwelling unit.
- Use the dwelling unit solely for residence by the family, and as the family's principal place of

residence.

- Report any changes in income and/or family composition within ten (10) days of the change.

The family must not:

- Own or have any interest in the dwelling unit (other than in a manufactured home assisted under 24 CFR Subpart F). If the Owner is a cooperative, the family may be a member of the cooperative.
- Commit any fraud in connection with the Section 8 Existing Housing Voucher Program.
- Receive housing assistance under the Section 8 Existing Housing Voucher Program while occupying, or receiving housing assistance for occupancy of, any other unit assisted under any Federal housing assistance program (including any Section 8 program).
- Sublease or assign the lease or transfer the unit.
- Engage in drug-related criminal activity or violent criminal activity, including criminal activity by any family member, guests or visitors.

A full explanation of the contents of the Voucher Holder's Packet will be given. The packet contains useful information to assist the program participant in finding a suitable unit and to alert the family to its responsibilities and the responsibilities of the owner.

ISSUING, EXTENDING, AND DENYING HOUSING VOUCHERS

SCPHA will select families for participation in the Section 8 Programs in accordance with the procedures outlined in this Administrative Plan and HUD regulations. Housing Vouchers will be issued to families in accordance with the Occupancy Standards as outlined herein and consistently applied for all families of like composition.

Section 24 CFR 982.551 and 982.553 outline the grounds for denial or termination of assistance. In cases where assistance is either denied or terminated the informal review or hearing requirements as outlined in Section 24 CFR 982.554 and 982.555 shall apply.

The following shall be taken into consideration when requests for an Extension of the Housing Voucher is made, however, the initial term plus any extensions may not exceed a total period of 90 days from the beginning of the initial term:

- (A) The degree to which the family has made an effort to locate an acceptable unit by contacting landlords, real estate companies, etc.

- (B) The support services requested and provided.
- (C) The family's participation in supplemental briefing sessions.
- (D) Extenuating circumstances, such as hospitalization, family emergencies, etc., which affected the family's ability to locate an acceptable unit during the first sixty (60) day period but are not expected to affect their search during the additional period, if granted.
- (E) Whether the family's size or need for barrier-free housing has affected their success in finding an acceptable house within the initial sixty (60) day period but that a reasonable chance for success would exist if the family was awarded additional time; and
- (F) Whether the family has submitted any previous Request for Lease Approval which, although not approvable, has demonstrated their efforts to locate a unit.

If the Housing Voucher expires at the end of the initial 60 day period without an extension or if it expires after any additional term requested and approved by SCPHA, the participant will be removed from the Section 8 Program Application List. The family may reapply for the program if they so desire and be placed back on the wait list according to the date and time of their re-application and any other relevant factors.

SCPHA may not determine the family to be ineligible for the programs based on the grounds that it was not able to utilize a previously issued Housing Voucher. Any expired Housing Voucher will be re-issued to the next eligible applicant on the waiting list.

Section 24CFR 982.3 06 outlines the grounds for denial participation of an owner in the Section 8 Programs. SCPHA may deny participation by an owner if the owner has:

- (A) Violated obligations under any Section 8 HAP contract.
- (B) Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing programs.
- (C) Manufactured, sold or distributed illegal drugs.
- (D) Has a history of non-compliance of HQS or similar standard in any federal housing program.
- (E) Has a history of leasing units that fail State or local housing codes.
- (F) Has not paid State or local real estate taxes, fines or assessments.

DENIAL OR TERMINATION OF ASSISTANCE

GENERAL POLICY

SCPHA may deny or terminate housing assistance for the following reasons:

1. Applicants who owe rent or other amounts to SCPHA or another SCPHA in connection with Section 8 or Public Housing assistance under the United States Housing Act of 1937;
2. Applicants (as a previous tenant in a Section 8 Program) or tenants that have not reimbursed SCPHA or another SCPHA for any amounts paid to a landlord under a contract for rent or other amounts owed by the family under the lease or for a vacated unit;
3. Tenants who are guilty of program abuse or fraud in any Federal housing assistance program;
4. Tenants who owe SCPHA money or breached a Repayment Agreement will not be issued another Housing Voucher to move to another unit;
5. Tenants who are in default of an executed Repayment Agreement must pay their remaining outstanding balance prior to issuance of a Housing Voucher to move. Tenants will be able to remain in their current unit.
6. Tenants whose Total Tenant Payment is sufficient to pay the full gross rent - (Self Sufficiency);
7. Tenants who have violated one of their family obligations as listed in 24 CFR 982.551 thru 982.553.
8. Tenants whose appropriate members do not provide their social security numbers and other documentation within the time required and specified by the SCPHA.
9. If a present participant, under lease in the Section 8 Program, owes the SCPHA any outstanding debt, a payment agreement may be executed. Time frame on the debt is determined by the amount owed the HA, however, the debt should be paid in full within twelve (12) months or before the issuance of a new voucher.
10. If the family has signed an agreement to pay money owed the SCPHA and they breach the agreement the HA may terminate assistance for the breach of agreement.
11. Any member of a tenant family that commits a criminal activity that threatens the health, safety, or right to peaceful enjoyment of premises by other tenants or persons residing in the immediate

vicinity of premises.

12. Housing assistance may also be terminated or denied for any drug crime on or near premises by a family member.
13. Housing assistance may be terminated for failure to pay rent, maintain utilities and/or because of damage to the premises.
14. If any member of the family has ever been evicted from public housing.
15. If an HA has ever terminated assistance under the voucher program for any member of the family.
16. If a family participating in the FSS program fails to comply without good cause, with the family's FSS contract of participation.
17. If the family has engaged in or threatened abusive violent behavior toward HA personnel.

GENERAL POLICY FOR LANDLORDS/OWNERS

Landlord/owner has violated obligations of a housing assistance payments contract under Section 8 of the 1937 act.

1. The landlord/owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
2. The landlord/owner has engaged in drug-trafficking.
3. The landlord/owner has a history of practice of non-compliance with the HQS for units leased under any Section 8 program or leased under any other federal housing program.
4. The landlord/owner has a history or practice of renting units that fail to meet State or local housing codes.
5. The landlord/owner has not paid State or local real estate taxes, fines or assessments.

LANDLORD INITIATED EVICTION

The landlord's eviction must comply with the requirements of local law and with the following SCPHA requirements:

WRITTEN NOTICE of the proposed eviction sent to the family and a copy sent to SCPHA. The notice must:

1. State the grounds/reasons for the eviction
2. Inform the family of its right to file an objection within 10 working days to SCPHA since the

family will not be allowed continued participation if the eviction was not due to circumstances beyond their control. Whether the circumstances were beyond the family's control will be judged by the Executive Director and the Program Manager II and is appealable through the normal grievance procedure.

DETERMINATION OF INELIGIBILITY

If an applicant is determined by the Housing Authority to be ineligible for any reason, SCPHA will promptly notify the applicant by letter of the determination and the reason therefore, the letter shall also state that the applicant has the right to request an informal hearing within a reasonable period of time (usually 10 days, but specified within the letter). Requests for informal hearings Must be received in writing. The decision of the Executive Director at the Informal Hearing is final and will be provided in writing.

These procedures do not prevent the applicant from exercising his other rights if he believes that he is being discriminated against on the basis of race, color, creed, religion, sex, or national origin or familial status.

SCPHA will retain for three (3) years copies of the application, notification letters, applicant response, and hearing records (if any).

INELIGIBILITY BASE ON DRUG/CRIMINAL ACTIVITY

The **ONE STRIKE AND YOU'RE OUT** rule passed by Congress on March 28, 1996 will be strictly enforced; any applicant will be ineligible for assistance or terminated for the following:

- D) Engagement in Drug Activity or Violent Criminal Activity, including criminal activity of any member of the resident's household, a guest, or another person under the Resident's control for the purpose of this section means one of the following:
- Any violent or criminal activity that threatens the health, safety, or right to peaceful enjoyment of others and that has one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.
 - Any drug-related criminal activity - any criminal activity in violation of the preceding sentence shall be cause for ineligibility or termination of assistance. (The term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture sell, distribute, or use of a controlled substance as defined in Section 102 of the Controlled Substances Act.)

Any violation which involves criminal activity as stated above shall be cause for ineligibility or termination of assistance from this program.

SCPHA will **NOT** accept the following charges until the applicant clears his or her record. At the time information is presented to clarify or clear the record the applicant will be admitted to the waiting list at the original date and time with any qualifying priority points:
Outstanding Warrants - Any Parish - Any Charge
Charges from another Parish that SCPHA could not identify

REEXAMINATIONS FOR CONTINUED OCCUPANCY

Reexaminations of income family circumstances are required at least annually and at certain other times in order to establish continued program eligibility and the correct total tenant payment.

Collection and verification of data will be performed as follows:

1. After proper notice, each tenant will be interviewed , and all required information on income and family composition will be gathered. Failure to report for reexamination or report any interim changes in income or family composition, or to cooperate in supplying required information will lead to termination of assistance. Failure to complete reexamination includes:
 - (1) Failure to appear for a scheduled reexamination interview without making prior alternative arrangements with SCPHA
 - (2) Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility, or unit inspection.
 - (3) Refusal to properly execute required documents
 - (4) Failure to have a HQS inspection

All documentation must reflect the gross amount of income, i.e., wages plus tips, commissions or gratuities. If current checks or copies of recent checks with information such as date, amount and check number are obtained, the gross amount must also be reflected.

Verification data will be reviewed and evaluated as received for completeness, accuracy, and conclusiveness. Where information is not conclusive, follow-up to obtain such information is to be made and carried through to conclusion. As all necessary items are verified, verification is to be recorded in the tenant s file. As part of the record, the responsible family member(s) shall sign and date the reexamination application. Where required a duly authorized representative of SCPHA shall also sign the required forms.

Based on verified data on income and family composition, each family will have eligibility redetermined in accordance with applicable HUD regulations with respect to:

- A. eligibility as a family or residual of a family;
- B. eligibility with respect to income, Total Tenant Payment and Net Assets;
- C. eligibility for the size of dwelling unit required; and
- D. eligibility with respect to compliance with program requirements.
- E. eligibility as a citizen and/or eligible immigrant.

Each tenant family will be advised in writing of the results of any reexaminations, including their right to a grievance hearing, if required, if they disagree with the actions of SCPHA.

6. Follow-up actions after reexaminations will be taken as follows:

- A. If the reexamination discloses that the tenant, at time of reexamination, made a misrepresentation which resulted in the tenant's classification as eligible, when in fact the tenant was ineligible, the Housing Assistance Payments will be discontinued immediately. If it is determined that at any time the tenant made a misrepresentation which resulted in a lower rent than should have been paid, the difference will be paid by the tenant to SCPHA in full and assistance may also be terminated if fraud was involved. In the event that the falsification of income or family composition comes to SCPHA at any time of the year, a reexamination will be immediately scheduled, and the tenant will be required to pay the full amount of back rent owed, and may be terminated from the Section 8 Programs if fraud was involved.
- B. If at the time of reexamination a tenant is determined ineligible for the size of the current unit occupied, a new Housing Voucher of appropriate size will be issued to the tenant. When and if an acceptable available unit is located, the lease along with the HAP Contract with the current owner will be terminated in accordance with their terms. The new unit must meet all criteria of the Housing Quality Standards. Housing Assistance Payments may not otherwise terminate with the current landlord unless the family's Housing Voucher has expired.
- C. If a tenant is required to move due to the condition of the unit because the landlord refuses to correct the deficiencies, the SCPHA will terminate the HAP Contract with the owner. Affected tenants will be issued a new Housing Voucher in advance of the termination date, if at all possible.
- D. If the owner does not wish to renew the lease, and there are such provisions for the

termination in the lease, tenant eligibility is redetermined as discussed above and a new Housing Voucher is issued. If the tenant is evicted by the owner and he/she has incurred expenses on the tenant's behalf, the tenant may or may not be determined ineligible for continued assistance if there is unpaid rent, damage claims, or other warranted circumstances.

7. Interim reexaminations may be initiated by either SCPHA or the tenant under the following circumstances.
 - A. SCPHA reserves the right, at any time, to require that a tenant report for a special reexamination or be reexamined every thirty (30) days.
 - B. When it is impossible to project a tenant's income with any accuracy, special reexaminations may be conducted at intervals to be decided by SCPHA until a reasonable projection can be made.
 - C. When a tenant reports loss of income, a reexamination will be held to recalculate the Total Tenant Payment.
 - D. SCPHA families will not have their rent reduced if welfare assistance is reduced due to:
 - (1) fraud
 - (2) failure to participate in economic self-sufficiency program
 - (3) failure to comply with work activities requirement
 - E. These changes are not applicable if the welfare reduction is:
 - (1) the result of the expiration of a lifetime time limit of welfare benefits; or
 - (2) where the family has complied with welfare program requirements but can't find a job
 - F. SCPHA will verify circumstances with the welfare department that the family's benefits were reduced because of non-compliance or fraud.
 - G. SCPHA will notify the family of administrative review through Grievance Procedure.
 - H. When the household's income increases in excess of 10%:

All reductions in Total Tenant Payment shall be effective on the first day of the month

following the date in which all required documents are received.

Increases in Total Tenant Payment will be effective on the first day of the second month in which the change occurred. The Housing Voucher Holding is required to retroactively repay in full any difference between the original Total Tenant Payment, except when the SCPHA family self-sufficiency earned income allowances are applicable.

Tenants will be allowed to move **ONLY** at their annual re-certification, with 30 day notice to owner given prior to move, unless there are extenuating circumstances. These exception cases will be reviewed by the Executive Director and the Section 8 Manager and they will determine if a move before annual re-certification is warranted.

FINANCIAL HARDSHIP EXEMPTION

If a family requests a financial hardship exemption, the SCPHA will suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption until the HA determines whether there is a qualifying financial hardship, and whether such hardship is temporary or long term.

The SCPHA will promptly determine whether a qualifying hardship exists and whether it is temporary or long term. Reasons for granting a family's financial hardship request will be:

SCPHA shall grant hardship exemptions from paying the minimum rent in the following circumstances:

1. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred; and
5. Other situations as may be determined by the SCPHA.

The SCPHA reserves the right to determine and verify whether any reduction in income is legitimate and circumstances were uncontrollable and not due to the tenants neglect, fraud, TANF noncompliance, etc.

If a resident requests a hardship exemption and the agency "reasonably determines the hardship to be of a temporary nature", the exemption shall not be granted for 90 days. The resident cannot be evicted during this 90-day period for non-payment of rent. If the resident later demonstrates that the hardship is

long-term, then the SCPHA shall retroactively exempt the resident from the minimum rent for the initial 90-day period.

If the HA determines that a qualifying financial hardship is temporary, the SCPHA will not impose the minimum rent during the 90-day period beginning the month following the date of the family's request for a hardship exemption. At the end of the 90 day suspension period, the SCPHA will reinstate the minimum rent from the beginning of the suspension. The family will be offered a reasonable repayment agreement, on terms and conditions established by the HA, for the amount of back rent owed by the family.

If the SCPHA determines there is no qualifying financial hardship exemption, it will reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the SCPHA.

If the SCPHA determines the qualifying financial hardship is long term, it will exempt the family from the minimum rent requirements so long as such hardship continues. This exemption will apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The financial hardship exemption will only apply to payment of the minimum rent, and not to the other elements used to calculate the total tenant payment.

DETERMINING PROPER UNIT SIZE

The following general principles will be used to determine the proper bedroom size for each applicant and participant:

Family members are generally assigned to bedrooms on the basis of two of the same sex per bedroom.

The head of household and co-tenant are usually assigned a separate bedroom

SCPHA will assign a separate bedroom to any family member with a documented medical need

SCPHA will allow a child under two (2) years of age to share a bedroom with a parent(s)

SCPHA shall not require children of opposite sex, over the age of six (6) to share a bedroom. The family shall have the opportunity to use the living room as a sleeping area, should they so desire.

SCPHA shall include temporarily absent children in foster care as a member of the applicant family as criteria for unit size selection.

OVERHOUSED - A family may rent a larger dwelling than listed on the voucher but the Payment Standard for the size Voucher, to which they are entitled, shall be used in rent compilation. The family will be responsible for paying the excess rent to the owner.

UNDER HOUSED - The family may also choose to rent a dwelling smaller than the voucher size provided the dwelling meets the occupancy standard cited herein.

SCPHA will use the following Occupancy Standards in determining the bedroom size Voucher the family shall be issued:

<u>Voucher Size</u>	<u>Minimum # of Persons in Household</u>	<u>Maximum # of Persons in Household</u>
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10

RE-CERTIFICATION OF SUBSIDY STANDARD

Re-certification of the subsidy standard is a part of the annual re-certification process. While tenants must immediately report changes in their household composition, SCPHA will change their subsidy size only at their date of annual re-certification. This will allow the family to give notice at the expiration of their contract if the need to shop for a larger or smaller unit exists.

APPLICATION RANKING AND PREFERENCES

Effective with adoption of this revision, federal preferences will be eliminated from the Section 8 Program. The program will not consider the following as qualifying for priority points: Overcrowding, Rent Burdened, Eviction, Domestic Violence, Involuntary Displacements other than by natural disaster such as fire, flood, or storm, of local preference as follows:

St. Charles Parish Housing Authority Administrative Plan

Condemned Physically Substandard	2 pts.
Natural Disaster Displacement	2 pts.
Residency	1 pt.
Veterans	1 pt.
Disability by Age	1 pt.
Disability by Handicap	1 pt.
Working Head of Household	2 pts.

PREFERENCE DOCUMENTATION

Preferences will be scrutinized as waiting list applicants will not be overlooked and unmet. The final decision will be reviewed by the Executive Director and is subject to review by the Board of Commissioners. Denial of a preference does not deny an applicant placement within the waiting list in date and time of pre-application.

The following Documents are mandatory to qualify for preferences:

CONDEMNED PHYSICALLY SUBSTANDARD - notice of condemnation from Planning and Zoning, The Health Unit of St. Charles Parish or any government agency that has done all of the following: Conducted a physical inspection, demanded the removal of all occupants, declared the unit unfit for human habitation by planning demolition or boarding of the unit. Physically Condemned as Substandard does not consider how many occupants are in the house nor does it include adverse sleeping arrangements, or overcrowding.

NATURAL DISASTER DISPLACEMENT- requires a signed certification from the Red Cross, the Fire Department, the Police Department, Insurance Adjuster, or any social **service agency that the Family Is Currently Unable To Reside In A Unit Destroyed, Or Significantly Damaged. Disaster Displacement does not remove part of the family while leaving behind. Disaster Displacement does not include personal disaster such as eviction for non-payment of rent, family tragedy that led to non-payment and evictions for reasons other than repair or replacement of the physically destroyed unit.**

RESIDENCY - will be determined by the staff for information presented on the pre-application form. Any applicant listing a mailing address in St. Charles Parish will be granted one point for residency. It is not within the scope of our administration to survey the parish for actual physical residency of each applicant.

VETERANS - must present with their application a form DD-214 “Report of Transfer of discharge” to document their Veterans Status. Any honorably discharged Veteran will be granted a priority point. Dishonorable discharges will be denied the point.

DISABILITY BY AGE -any Head of household at age of 62 or older at the time of pre-application,

application, re-voucher on can earn a priority point as elderly.

DISABILITY BY HANDICAP -any individual with medical documentation of physical or mental disability. Acceptable documentation may include but is not limited to original letters from a physician or award letters from SSI or the Veterans Disability Administration. We will recognize only the head of household as handicapped for the purpose of earning a priority point on the waiting list. Documentation must be in the name of the Head of Household describing the benefit and the benefit amount

WORKING HEAD OF HOUSEHOLD - Any Head of Household on the lease who is working and has documented, reported income.

APPEALS DUE TO PREFERENCE - Preference Denied will have 10 days to appeal to the Executive Director or to supply additional or omitted information.

HOUSING QUALITY STANDARDS

SCPHA will use the Housing Quality Standards (HQS) as set forth in 24 CFR 982.40 1 in the operation of it s Section 8 Existing Programs. The acceptability criteria as listed in the above referenced regulations and the HUD Inspection Booklet will be used in the inspections for HQS.

HQS inspections will be performed by the Section 8 staff or its designee. In addition, other Section 8 staff will periodically perform or assist in inspections to maintain familiarity with those aspects of the program. Inspection expertise will be maintained through periodic training and workshops.

In addition to using the HUD Housing Quality Standards in inspecting and approving units, the Authority requires the installation of smoke detectors on every floor except crawl spaces and unfinished attics, per dwelling unit. Failure to comply with this section will result in a failure of the unit for occupancy by a person/family receiving Section 8 Assistance. Below are the current performance requirements.

Sanitary facilities

Food preparation and refuse disposal

Space and security

Thermal environment

Illumination and electricity

Structure and materials

Interior air quality

Water supply

Lead-based paint

Access

Site and neighborhood

Sanitary conditions

Smoke detectors

All program housing must meet the HQS performance requirements, both at commencement of assisted occupancy and throughout the assisted tenancy.

PORTABILITY

SCPHA will act as a receiving HA for portability under the Existing Section 8 Program except in cases in which the Authority has entered into agreements with other agencies to exchange one of its own housing Vouchers. One (1) year residency in the jurisdiction of the initial HA is required of all families prior to relocation to another area. In all other cases, SCPHA will administer the Housing Voucher from the initial HA. SCPHA will require families to furnish proof of residency at the time of application (copies of lease or utility bills to determine the accuracy of family statements concerning residency).

Applicants that were on the waiting list prior to the Final Portability Rule are not effected by the new residency time frame.

The following portability procedures shall be administered by either the initial HA or the receiving HA as indicated:

It is the responsibility of the initial HA to determine if a family is income eligible in the area where the family wants to lease.

It is the initial HA's responsibility to advise the family on how to contact and request assistance from the receiving HA (SCPHA). In addition, at the same time the initial HA should contact SCPHA to expect the family.

It is the family's responsibility to promptly contact the SCPHA and comply with all of SCPHA's

procedures for incoming portable families.

It is the initial HA's responsibility to provide SCPHA the family's most recent Family Report (HUD Form 50058) and the Family Portability Information Report (HUD Form 52665), as well as all related verification information. The SCPHA has the option to conduct a new reexamination. However, this process may not delay issuing the family a voucher or unless the re-certification is necessary to determine income eligibility.

It is SCPHA's responsibility to promptly inform the initial HA whether SCPHA will bill the initial HA for assistance or will absorb the family into its own program.

The SCPHA must issue a voucher to the family and the term of the SCPHA voucher cannot expire before the expiration date of the initial HA voucher.

It is the responsibility of SCPHA to determine the family unit size for the portable family and the family unit size will be determined by the SCPHA's existing subsidy standards.

It is the responsibility of SCPHA to notify the initial HA if the family has either leased an eligible unit or that the family failed to submit a request for lease approval within the term of the voucher.

It is the responsibility of the SCPHA to provide all HA program functions. However, either the initial HA or SCPHA may, at any time, make a determination to deny or terminate assistance to the family.

RENT REASONABLENESS

For Voucher holders there is no maximum rent and the program participants are not limited by Fair Market Rates. However, the family cannot exceed 40% of its income for rent payments. SCPHA will determine and notify that the contract rent requested by the owner is or is not reasonable only in relation to comparable. The comparable will consider location, quality, amenities, facilities, etc. SCPHA will advise the Voucher holder accordingly after the rent reasonableness determination is made.

INCOME COMPUTATIONS/PAYMENT STANDARDS

Applicants must be at or below the low income standard of financial eligibility as set by the HUD, at the time of Pre-Application. Incomes will be verified again during the formal application process to determine whether a change of income has occurred while the applicant's name was on the waiting list. Anticipated income will be derived by reviewing reported income for the previous 12 months to estimate income for the next 12 months when possible.

Applicants reporting zero income are not qualified for the program. These applicants will be sent letters of ineligibility. Participants whose incomes have dropped to zero will be required to apply for TANF or show by notarized letter the dollar amount of monthly donation from any family member or friend. This income contribution amount must be at least equal to the amount the tenant would have received if he/she had applied for TANF funded assistance. Reminder - applicant's rent must NOT exceed 40% of reported income.

VERIFICATION OF INCOME

At Pre Application the applicant will provide documents to verify his/her financial status. Such documentation can include the following:

1. Check stubs from wages
2. Copies of wage checks
3. Tax documents from wages
4. Award letters from Social Security, Supplemental Social Security, Veteran's or Private Pensions
5. Food stamp print out
6. Notarized letters

At Application, updated information will be taken and a "Request for Release of Information" must be signed by all persons listed on the lease who are 18 yrs. of age or older. These releases will allow SCPHA to conduct third party verification of the income information. Copies of these releases will be sent to the appropriated parties to finalized the verification of income process.

INCOME LIMITS

Will be established by the most recent HUD table scheduled.

COMPUTATION OF ANNUAL INCOME DEFINED

Income is the GROSS of all household members aged 18 years or older derived from:

- gross wages
- net business income
- interest dividends and net income from real or personal property
- full amount of annuities

payments in lieu of earnings (workers compensation and unemployment)
aid to families with dependent children (Welfare)
periodic and determinable payments
payments received by members of the armed forces
child support

INCOME IS NOT:

Casual sporadic and irregular gifts, and amounts which are specifically received for or are a reimbursement of, the cost of illness or medical care.

Lump sum additions to family assets such as, but not necessarily limited to, inheritances, insurance payments including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.

Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the United States Government to a veteran for use in meeting the cost of tuition, fees and books to the extent that such amounts are so used.

Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The value of the coupon allotment for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1964.

Payments received by participants or volunteers in programs pursuant to the Domestic volunteer Service Act of 1973.

The wages of a live-in-aide

The wages of a minor under the age of 18

The wages of a full time student not Head of Household

Resident Service Stipends

Adoption Assistance Payments

Full amount of Student Financial Assistance

Earned Income/wages of a Full Time Student who is not the Head of Household

Foster Care Payments

State or Local Employment Training Programs and Training of Resident Management Staff

State Tax Credits and Rebates

Homecare payments paid by the State to offset the costs of equipment and services for keeping a disabled family member home

CALCULATION OF ADJUSTED INCOME

The Section 8 Program has adopted a \$50.00 minimum rent standard. The following allowances shall be deducted when applicable from the annual income to compute the adjusted income:

Dependent Allowance

An amount of \$480 per dependent (17 yrs. Or less) will be deducted from annual income. Allowance also applies to family members 18 years or older who are full time students in a college or vocational program. Does not apply to head of household or spouse.

For Elderly Families Only

Medical expenses in excess of 3% of total Family income, or those expenses which are anticipated during the twelve month period for which annual income is computed, and which are not covered by insurance. Premiums for such insurance may be included as medical expenses when paid by the person.

Elderly/Disabled Family

An amount of \$400 will be deducted from annual income for an elderly, handicapped, or disabled family.

Child Care Expenses

24 CFR 813.102 child care for minors under the age of 13 or care for disabled/handicapped family member, when necessary, to enable a family member to be gainfully employed, or further his/her education. The deductions cannot exceed the maximum found to be reasonable in the St. Charles Parish Community. By telephone survey it has been found that child care is typically provided by home sitters who charge a maximum of \$45.00 per week to allow flexibility in selecting home or professional services. The Adjusted income amount shall be used to compute the Total Tenant Payment.

CALCULATION OF TOTAL TENANT PAYMENT

With the Rental Voucher program, the family's subsidy is calculated first. The Total Tenant Payment and Tenant Rent is calculated after the family finds a unit to rent.

The estimated voucher subsidy is calculated by subtracting 30% of the monthly adjusted income from the appropriate payment standard.

The SCPHA will use a Payment Standard set at 90% of the FMR.

The Appropriate Payment Standard is the lower of:

The payment standard for the family by unit size; or

The Payment Standard for the unit rented by the family

If the Utility Allowance is greater than the Total Tenant Payment a Utility Reimbursement is permissible.

SUBSIDY CALCULATION

The SCPHA will calculate the family's subsidy in the voucher program utilizing the following formula:

Payment Standard (90% of FMR)
minus (1)30% of monthly adjusted income
Equal (=) Maximum Voucher Subsidy

The family can not exceed 40% of their adjusted gross income for rental payments

MINIMUM TOTAL TENANT PAYMENT – (MINIMUM RENT)

The family must spend at least 10% of its monthly unadjusted income for rent or pay the SCPHA's minimum rent of \$50, whichever is greater. The rule is applicable ONLY when the rent is below the payment standard.

The SCPHA will use the actual rent for the unit to calculate the amount of assistance if the family chooses a unit that rents for less than the payment standard.

INTERIM INCOME ADJUSTMENTS

A family will be allowed a maximum annual increase of 10% in its adjusted gross income and this increase will not be used as a factor in determining/increasing the tenant's rent.

All income increases in excess of 10% will be calculated and the tenant's rent adjusted accordingly.

All increases/decreases in income should still be reported to the Section 8 Administrative Office immediately.

FAIR HOUSING

I. HISTORY

SCPHA employees will recognize that the Civil Rights Act of 1866 provides that:

“All citizens of the United States shall have that same right, in every State and Territory, as is enjoyed by white citizens thereof to inherit, purchase, lease, sell, hold, and convey real and personal property.”

SCPHA employees will further recognize that in 1968 the Supreme Court held in Jones vs. Mayer that all racial discrimination, private, as well as public, is prohibited in the sale of rental property.

II. INSTRUCTION TO EMPLOYEES

To assure compliance, SCPHA employees will be instructed as follows:

St. Charles Parish Housing Authority Administrative Plan

All employees of the SCPHA are required to conduct the business of the HA in compliance with Federal and State fair housing laws. To that end, discrimination in either sale or rental of housing owned, operated or leased by the Council on the basis of race, color, creed, religion or national origin is prohibited. This includes:

To refuse to sell, purchase, rent or lease, or deny to or withhold any housing accommodation from a person because of his or her race, color, religion, ancestry, national origin, sex, or place of birth;

To discriminate against a person in the terms, conditions, or privileges of the sale, purchase, rental or lease of any housing accommodation, or in the furnishing of facilities or services in connection therewith;

To refuse to receive or transmit a bona fide offer to sell purchase, rent or lease any housing accommodation from or to a person because of race, color, religion, ancestry, national origin, sex or place of birth;

To refuse to negotiate for the sale, purchase, rental, or lease of any housing accommodation to a person because of race, color, religion, ancestry, national origin, sex, or place of birth;

To represent to a person that any housing accommodation is not available for inspection, sale, purchase, rental, or lease when in fact it is so available, or to refuse to permit a person to inspect and housing accommodation because of race, color, religion, ancestry, national origin, sex or place of birth;

To make, publish, print, circulate, post or mail or cause to be made, published printed, circulated posted or mailed any notice, statement, advertisement or ANY written document or to announce a policy which indicated any discrimination or any intent to make a discrimination.

III. ASSISTANCE TO AGGRIEVED

SCPHA will issue in its Voucher Holder Packet the HUD information sheet entitled “A Good Place To Live”.

SCPHA employees will brief the Voucher holder on the “warning signs”.

Upon notification of a discrimination complaint SCPHA employees will assist the aggrieved in completing forms HUD-903 (Appendix D) or will provide the aggrieved with the FAIR HOUSING COMPLAINT HOT LINE 1-800-424-8590.

The administration office of SCPHA will maintain complaint forms and post conspicuously the Fair Housing Laws and Rights.

ORGANIZATIONAL STRUCTURES AND PROGRAM OPERATIONS

The Section 8 Program as administered by SCPHA has two full-time employees: one Section 8 Program Manager II and one Section 8 Program Manager I. The person assigned to oversee all contracts and operations will be the Executive Director.

The existing Section 8 Staff will be utilized for the Section 8 Programs. The following is a summary of the staff responsibilities. All positions are currently filled.

Program Manager II

Serves as the General Manager with certification as a Housing Quality Inspector and Section 8 Manager of 301 privately owned dwelling units within the jurisdiction of St. Charles Parish by conducting the following:

- 25% Annual and Interim Re-evaluations, including re-certification of tenants by income verifications and verification of household composition. Will be responsible for 1/3 of active vouchers.
- 15% Serve as liaison for HA with landlords and prospective landlords to maintain a positive relationship. Respond to all questions and inquiries by telephone, written correspondence and by appointments scheduled at HA office when necessary.
- 25% Performs inspections on each unit at annual re-certification and conduct move-in inspections prior to tenant moving in unit. Responsible for notifying landlords in writing of all items which fail on the HQS inspection form and giving them the appropriate time period in which to correct any deficiencies. Conducts move-out inspections immediately after tenant has vacated the unit in compliance with Housing Quality Standards.
- 15% Review paperwork, including all leases, HAP contracts, move-in packets and verifications to ensure that federal and local guidelines are being adhered to on a monthly basis.
- 15% Balance financial statements (reconcile check register and landlord checks against HAP data) on the Voucher Program to assure accuracy of payments and proper disbursement of payments to landlords and for utilities on a monthly basis.
- 5% Conducts Portability, by determining eligibility for transfer, negotiating with the transfer SCPHA, and conducting the billing process.
Assume the duties of the HAP I when necessary to ensure continued efficient operation of the program..

Program Manager I

Serves as assistant to the Program Manager II to act in completion of the re-certifications and admission process of Section 8 applicants by conducting the following:

- 40% Maintain the Section 8 waiting list. Conduct pre-application and initial application processing of applicants. Annual and Interim Re-evaluations, including re-certification of tenants by income verifications and verification of household composition
- 25% Performs inspections on each unit at annual re-certification and conduct move-in inspections prior to tenant moving in unit. Responsible for notifying landlords in writing of all items which fail on the HQS inspection form and giving them the appropriate time period in which to correct any deficiencies. Conducts move-out inspections immediately after tenant has vacated the unit in compliance with Housing Quality Standards.
- 10% Serve as liaison for HA with landlords and prospective landlords to maintain a positive relationship. Respond to all questions and inquiries by telephone, written correspondence and by appointments scheduled at HA office when necessary.
- 5% Conducts Portability, by determining eligibility for transfer, negotiating with the transfer SCPHA, and conducting the billing process.
- 20% Perform other clerical and administrative duties as requested by the Program Manager II and/or the Executive Director.

IN SERVICING & STAFF TRAINING

SCPHA staff will meet once monthly for self-evaluation and improvements. The Executive Director shall present in the staff meeting updated information on program guidelines and changes and ways to improve services. Video tape and pamphlet information will be dispensed when available. Speakers will be invited to present specialized information.

Upon fund availability staff will be sent to regional or local training sessions at the expense of SCPHA and with the approval of the Board of Commissioners.

APPENDIX I

HOUSING AUTHORITY OF ST. CHARLES PARISH SECTION 8 PROGRAM GRIEVANCE PROCEDURES FOR INFORMAL HEARINGS

Every family receiving housing assistance agrees to perform all of its obligations under the program and is responsible as well of fulfilling all its obligations under its Housing Voucher Program, and under its lease with the owner. The SCPHA may determine that a family is ineligible for further Housing Assistance Payments and terminate payments to the owner, under the Housing Assistance Payments Contract, due to a family's failure to comply with its obligations under the lease, the Housing Voucher Assistance Payments Contract, may also result in the termination of assistance payments to the owner.

- A. Such determination may not be made until the SCPHA has given the family notice and an Opportunity to respond in accordance with the provisions of this section.
- B. Such determination may be made only for cause including, but not necessarily limited to the following:

Failure of the Family to comply with the "Conditions" stated in the Housing Voucher including the obligation to:

Provide such Family income information and records as may be required in the administration of the program. Permit inspection of its dwelling unit at reasonable time after reasonable notice, and give at least 30 days written notice to the Agency of the Family's intention to vacate the unit in accordance with these policies.

Failure of the family to initially meet the family income and composition for the HAP program in accordance with these policies and 24 CFR Part 882.212.

Failure of the Family to reimburse the SCPHA or to satisfy the liability for payment to an Owner pursuant to 24 CFR part 882.112. This includes the failure of the family to comply with Section XI, Subsection B of these policies.

Failure of the Family to comply with its obligations under the lease.

Failure of the Family to comply with the Section 8 Existing Housing Program Administrative Plan.

The Notice to be given by the SCPHA to the Family pursuant to this section:

St. Charles Parish Housing Authority Administrative Plan

Shall be in writing, given personally to a member of the Family at its last address contained in the SCPHA file.

Shall state that on certain grounds and for factual reasons set forth with enough so as to enable the Family to prepare objections, that the Family's eligibility for further housing assistance payments, along with payments to the owner under the HAP contract, will terminate as of a date specified in the notice; but, that the Family may present objections to the proposed termination in writing and that any Final decision will be pending the arrival of these objections.

Shall inform the Family of the procedures necessary to present objections or additional information.

Request to submit objections or additional information must be made to the SCPHA within 10 days of the date of mailing, receipt being presumed. If the Family does not make a request to submit these objections and information in accordance with this paragraph, then the proposed termination shall become final as of the date specified in the notice.

Objections to terminate or additional information must be submitted to the SCPHA in person or in writing within a reasonable time as established by the SCPHA.

If the Family requests a conference, it shall be entitled to an informal hearing on the issues at the offices of the SCPHA, no more than 14 days after the request if possible.

The Family shall be offered a private conference with the staff person assigned to the file for the purpose of discussing the proposed termination informally and to foster settlement without further appeal.

If the Family declines such private conference or does not accept the proposed disposition of the matter, they can pursue the matter in accordance with the following Subsection G...

Agency Staff Determination of Continued Eligibility

The Section 8 Staff shall review all pertinent information in the Family's file and obtain further needed information from the Family, owner, or any other person having information relating to the case.

Based on aforementioned information, the Section 8 staff shall submit a recommendation to the HAP Manager or his/her designee.

The HAP Manager or his/her designee shall in turn review the Family's case history, results from informal conference, and the Section 8 staff recommendation. He/she shall make a decision based on

this information and applicable SCPHA and HUD regulations. The Family will be notified on this decision within 14 days of the date they initially submitted their objections.

The Family will have three working days in which to contact the SCPHA and object to this decision. This decision may then be appealed to an informal hearing.

FINAL APPEAL - INFORMAL HEARING

The parties shall be entitled to an informal hearing before the SCPHA Administrative Hearing Officer. (Executive Director or Designee of Executive Director of SCPHA shall serve as hearing officers.)

The parties may be represented at the hearing by legal counsel of another person chosen as a representative.

The hearing shall be public. This shall not be construed to limit the attendance of persons who are witnesses for or representative of either party, or those who have a valid interest in the proceedings. The Administrative Hearing Officer will determine whether a party has a valid interest in the proceedings.

The Family representative may examine before the hearing and, at his expense copy, all non-privileged documents and records, and all regulations of the Authority that are relevant to the issues to be raised at the hearing. One copy of records in the Family's file will be provided without cost. Any document not made available, after request therefore by the Family may not be used as evidence by the SCPHA at the hearing.

If a Family representative fails to appear at a hearing, the Hearing Officer may make a determination that the Family has waived its right to the hearing.

At the hearing, the Family and SCPHA may present evidence and arguments in support of this position, controvert cross-examine all witnesses whose testimony or information is relied on. Any issues may be raised by either party without regard to whether that evidences by admissible under rules of evidence employed in judicial proceedings.

The Family and the SCPHA shall be afforded the right to examine upon request at a reasonable time prior to the hearing a list of all witnesses who may testify on either party's behalf. The identity of any persons disclosing information to the SCPHA need not be disclosed unless the SCPHA intends to rely on such information at the hearing.

As an alternative to the informal hearing as provided in this subpart H, tenants may contest the grounds for denial of assistance in a formal legal proceeding in City Court or competent j Jurisdiction. Upon timely receipt of the notice of the institution of formal legal proceedings, the SCPHA shall suspend further action until the controversy is resolved, provided, however, the failure to prosecute the action in court will be deemed an unfavorable result to the complaining party. A report shall be made of the progress of the litigation at least quarterly and the case must be submitted for a decision within 12 months of the institution of suit.

Decision of the SCPHA Administrative Hearing Officer

The decision of the Hearing Officer shall be based solely and exclusively upon facts presented at the hearing and upon applicable SCPHA and Department of Housing and Urban Development

The Administrative Hearing Officer shall prepare a written decision, including a statement of the reasons for this determination and indicating the evidence relied on. This shall be done within 15 days after the date of the hearing. Copies thereof shall be mailed or delivered to the parties or their legal representatives.

The written decision of the Hearing Officer shall be maintained on file by the SCPHA and made available for inspection by a subsequently contesting Family or its representative.

If the decision is in favor of the Family, the SCPHA shall promptly take all actions necessary to carry out such decision.

J. Notices

Any notice required in the procedure will be sufficient if delivered to the Family in person of suitable age and discretion residing in the Family's dwelling unit, or is sent by first class mail properly addressed to the Family, postage prepaid. Any notices to the SCPHA will be sufficient if delivered to an employee of the SCPHA at its office during normal working hours or sent to the office by first class mail properly addressed, postage prepaid.

K. Grievance Procedure

In the event a participating Family Disputes an action of the SCPHA or failure to act involving interpretation or application of the SCPHA's regulations, policies, or approval of a proposed eviction of the Family may invoke the procedures as outlined in Section XXIII relating to appeal, to resolve the dispute. Such procedures may be invoked by filing a written request with the SCPHA specifying the grounds upon which the dispute is based and the action requested. Employees of the SCPHA will assist any Family in preparing such a written request.

APPENDIX II.

DEFINITION OF TERMS

Please note the definition of terms as outlined 982.4 are incorporated by reference as part of Section 8 Assisted Housing as outlined in this shall be applicable to all Assisted housing under Absorption.

In Title 24 CFR Parts 812, 813, 882, 887 and this Administrative Plan and shall apply to all Administrative Plan. The following definitions the Act.

In portability, the point at which receiving HA stops billing the initial HA for assistance on behalf of a portability family. The receiving HA uses funds available under the receiving HA consolidated ACC.

ACC

Annual contributions contract.

ACC Reserve Account

(Formally "project reserve.") Account established by HUD from amounts by which the maximum payment to the HA under the consolidated ACC (during a HA **fiscal** year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

Adjusted Income:

Adjusted Income means annual income less the following:

Federal Program

\$480 for each Dependent:

\$400 for any Elderly Family:

For any Family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, Handicapped Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;

For any Elderly Family:

That has no Handicapped Assistance Expense, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income:

That has Handicapped Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Handicapped Assistance Expenses computed in accordance with paragraph (3) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses:

That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and

Child Care Expenses.

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

Administrative Fee:

Fee paid by HUD to the HA for administration of the program

Administrative Fee Reserve:

(Formerly "operating reserve.") Account established by HA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

Administrative Plan:

The administrative plan describes HA policies for administration of the tenant-based programs.

Admissions:

The effective date of the **first** HAP contract for a family (**first** day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

Annual Contributions Contract: (ACC)

A written contract between HUD and an HA. Under the contract HUD agrees to provide funding for operation of the program, and the HA agrees to comply with HUD requirement for the program.

Annual Income:

Annual Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non recurring, sporadic, and exclusive of certain other types of income specified in this policy.

Annual Income includes, but is not limited to:

The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services:

The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in 2 above of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is a reimbursement of cash assets invested by the family. Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including deferred periodic payments received from sources other than SS or SSI;

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see "lump sum additions" in this policy);

Welfare assistance;

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling, but see paragraph 5 in the next sub-section regarding special pay); and

Annual Income **does not include** such temporary, non-recurring or sporadic income as the following:

Temporary, non recurring or sporadic income (including gifts);

Amounts that are specifically for or in reimbursement of the cost of medical expenses for any family member;

Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see "payments in lieu of earnings" in this policy);

Amounts of educational scholarships paid directly to the student or the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that are available for subsistence is to be included in income;

The special pay to a family member in the Armed Forces away from home and exposed to hostile **fire**;

Amounts received under training programs funded by HUD:

Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency (PASS); or

Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

Monies received for performing census data collection.

Income from employment of children (including foster children) under the age of 18 years;

Payments received for the care of foster children;

Income of a Live-in Aide, as defined in 24 CFR 913.102;

The value of any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the ChildCare and Development Block Grant Act of 1990.

Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. A notice will be published in the **Federal Register** and distributed to SCPHA's and IHA's identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of types of benefits that qualify for that exclusion, effective July 23, 1990:

Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3050(f));

The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));

Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058):

Payments received under the Alaska Native Claims Settlement Act of 1973 (43 U.S.C. 1626 (a));

Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459c):

Payments or allowances made under the Department of Health and Human Services Low-income Home Energy Assistance Program (42 U.S.C. 8624(f));

Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. I 552(b));

Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);

The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);

Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (See 24 CFR 215. 1 (c)(6), 236.3(c)(6),813.106(c)(6), and 913.106(c)(6):

Payment received after January 1, 1989, or any other fund established pursuant to @ Product Liability Litigation M.D.L. No 31

from the Agent Orange Settlement Fund the settlement in the In Re Agent Orange 8 1 (EDNY); and

Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-240, 94 Stat. 1785).

Earned income tax credit (EITC) refund payment received on or after January 1991.

Per the final rule published in the Federal Register, dated November 18, 1996, the nine exclusions to annual income are:

Resident Service Stipends - but only if it does not exceed \$200 per month

Adoption Assistance Payments - payments received for the care of adopted children that exceed \$480 per month

Full Amount of Student Financial Assistance - all amounts received from student financial assistance

Earned Income of Full-Time Students - exempts earnings in excess of \$480 for each full-time student 18 years of older

Adult Foster Care Payments - usually individuals With disabilities unrelated to the resident family who is unable to live alone

State or local training programs and training of resident management staff

State tax credits and rebates for property taxes paid on a dwelling unit

Homecare Payments - exempts amounts paid by a State agency to families that have developmentally disabled children or adult family members living at home

Applicant:

A family that has applied for admission to a program, but is not yet a participant in the program.

Budget Authority:

An amount authorized and appropriated by the Congress for payment to HA's under the program. For each funding increment in an HA program, budget authority is the maximum amount that may be paid by HUD to the HA over the ACC term of the funding increment.

Child Care Expenses:

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The Authority will not normally determine childcare expenses necessary when the household contains an additional unemployed adult who is physically capable of caring for children.

Contiguous MSA:

In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial HA is located.

Continuously Assisted:

An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Contract Authority:

The maximum annual payment by HUD to an HA for a funding increment.

Contract Rent:

The total amount of rent specified in the Housing Assistance Payments (HAP) Contract as payable to the owner by the family and by HUD or the HA on the Family's behalf.

Dependent:

A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full- Time Student. An unborn child shall not be considered a dependent.

Disabled Family

A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Displaced Family:

A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Domicile:

The legal residence of the household head or spouse as determined in accordance with State and local law.

Drug-Related Criminal Activity:

Drug-trafficking; or Illegal use, or possession for personal use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-Trafficking:

The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Effective Date:

The "effective date" of an examination or reexamination refers to (1) in the case of an examination for admission, the effective date of initial occupancy, and (2) in the case of reexamination of an existing tenant, the effective date of the redetermined Total Tenant Payment.

Elderly Family:

A family whose head or spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live in aides.

Elderly Person:

A person who is at least 62 years of age.

Fair Market Rent: (FMR)

The rent, including the cost of utilities (except telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms), and are published in the **Federal Register** in accordance with 24 CFR part 888.

Familial Status:

A single, pregnant person which is considered as a family of two people. The pregnancy requires verification from a doctor that specifies the name of the applicant and must be furnished to the HA. In addition, single persons in the process of securing custody through adoption and other means should be treated identically as a single pregnant woman but must provide evidence of a reasonable likelihood of success to be admitted for occupancy prior to obtaining custody by the following:

- Adoption agency
- Court order
- Certified legal document

Family:

Family includes but is not limited to:

- (a) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (b) An elder family;
- (c) A near-elderly family;
- (d) A disabled family;

- (e) A displaced family;
- (f) The remaining member of a tenant family; and
- (g) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Family self-sufficiency Program: (FSS Program)

The program established by an HA to promote self-sufficiency of assisted families, including the provision of supportive services (42 U.S.C. 1437uu). See 24 CFR part 984.

Family Unit Size:

The appropriate number of bedrooms for a family. Family unit size is determined by the HA under the HA subsidy standards.

Federal Preference:

A preference under federal law for admission of applicant families that are any of the following:

1. Involuntarily displaced.
2. Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
3. Paying more than 50 percent of family income for rent.

Federal Preference Holder:

An applicant that qualifies **for a** federal preference.

FMR:

Fair market rent.

A preference under federal law for admission of applicant families that are any of the following:

1. Involuntarily displaced.

2. Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
3. Paying more than 50 percent of family income for rent.

FMR Exception Rent Limit:

The Section 8 existing housing fair market rent published by HUD headquarters or any exception rent. In the voucher program the HA may adopt a payment standard up to the FMR exception rent limit.

Full-Time Student:

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma of certified program, as well as an institution offering a college degree.

Funding Increment:

Each commitment of budget authority by HUD to an HA under the consolidated annual contributions contract for the HA program.

Handicapped Assistance Expense:

Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a handicapped or disabled family member and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family or reimbursed by an outside source.

Head of Household:

Head of Household means the adult member of the family who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.

Housing Agency: (HA)

A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing, including an Indian Housing authority (IRA). (“ SCPHA” and “HA” mean the same thing.)

Housing Assistance Payment:

The monthly assistance payment by an HA. The total assistance payment consists of:

1. A payment to the owner for rent to owner under the family's lease
2. An additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing Assistance Payments Contract: (HAP Contract)

A written contract between an HA and an owner, in the form prescribed by HUD headquarters, in which the HA agrees to make housing assistance payments to the owner on behalf of an eligible family.

Housing Quality Standards: (HQS)

The HUD minimum quality standards for housing assisted under the tenant-based programs.

HUD:

The U.S. Department of Housing and Urban Development.

HUD Requirements:

HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, **Federal Register** notices or other binding program directives.

IHA:

Indian Housing Authority.

Indian:

Any person recognized as an Indian or Alaska Native by an Indian Tribe, the federal government, or any State.

Indian Housing Authority: (IHA)

A housing agency established either:

- 1) By exercise of the power of self-government of an Indian Tribe, independent of State law; or a preference under federal law for admission of applicant families that is any of the following:

- 2) Involuntarily displaced.
- 3) Living in substandard housing (including families that are homeless or living in a shelter for the homeless.)
- 4) Paying more than 50 percent of family income for rent.

The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. In the voucher program the HA may adopt a payment standard up to the FMR exception rent limit.

Initial HA:

In portability, the term refers to both:

- 1) An HA that originally selected a family that subsequently decides to move out of the jurisdiction of the selecting HA.
- 2) An HA that absorbed a family that subsequently decides to move out of the jurisdiction of the absorbing HA.

Initial Lease Term:

The initial term of the assisted lease. The initial lease term must be for at least one year.

Initial Rent to Owner:

The rent to owner at the beginning of the initial lease term.

Jurisdiction:

The area in which the HA has authority under State and local law to administer the program.

Lease:

- 1) A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the HA.
- 2) In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the

cooperative under a HAP contract between the cooperative and the HA. For purposes of part 982, the cooperative is the Section 8 “owner of the unit, and the cooperative member is the Section 8 “tenant”.

Lease Addendum:

In the lease between the tenant and the owner, the lease language required by HUD.

Live-In-Aide:

A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (a) Is determined to be essential to the care and well being of the persons;
- (b) Is not obligated for the support of the persons; and
- (c) Would not be living in the unit except to provide the necessary supportive services.

Local Preference:

A preference used by the HA to select among applicant families without regard to their federal preference status.

Local Preference Limit:

Then percent of total annual waiting list admissions to the HA* s tenant-based voucher programs. The local preference limit is used to select among applicants without regard to their federal preference status.

Low Income Family:

A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

MSA:

Metropolitan statistical area.

Medical Expense:

Medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. (Medical expenses are allowed only for elderly, disabled or handicapped households). The amount available as a deduction is that amount in excess of 3% of Annual Income after deductions for Handicapped Assistance.

Military Service:

Military service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.

Minor:

A “minor” is a person less than eighteen years of age. (An unborn child may not be counted as a minor but is counted for eligibility of a single, pregnant female.)

Monthly Adjusted Income:

One-twelfth of Adjusted Income.

Monthly Income:

One-twelfth of Annual Income. For purposes of determining priorities based on an applicant’s rent as a percentage of monthly income.

Near Elderly Family:

A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Near-Elderly Person:

A person who is at least 50 years of age but below the age of 62.

Net Family Assets:

Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investments, excluding, interests in Indian trust land and excluding equity accounts in HUD ownership programs. The value of necessary items of personal

property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered as an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, the SCPHA shall include the value of any assets disposed of by an applicant or resident for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or resident received important consideration not measurable in dollar terms.

Operating Reserve:

Administrative fee reserve.

Owner:

Any person or entity with the legal right to lease or sublease a unit to a participant.

Participant: (Participant Family)

A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family (first day of initial lease term).

Payment Standard:

considered to be for less than fair market value if the applicant or resident received important consideration not measurable in dollar terms.

Person With Disabilities:

Person with disabilities includes the term disabled person and means a person who:

- (1) Has a disability as defined in section 223 of the Social Security Act;
- (2) Has a physical, mental or emotional impairment that:
 - a. Is expected to be of long-continued and indefinite duration;

- b. Substantially impedes his or her ability to live independently; and
 - c. Is of such a nature that such ability could be improved by more suitable housing conditions; or
- (3) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (5)).

The term “person with disabilities does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Portability:

Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial HA.

Premises:

The building or complex in which the dwelling unit is located, including common areas and grounds.

Program:

The tenant-based voucher program.

Project-Based:

Rental assistance that is attached to the structure.

Public Housing Agency (PHA):

Any State, county, municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

Ranking Preference:

A preference used by the HA to select among applicant families that qualify for a federal preference.

Reasonable Rent:

A rent to owner that is not more than either: 1) Rent charged for comparable units in the private unassisted market; or 2) Rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.

Receiving HA:

In portability, an HA that receives a family selected for participation in the tenant-based program of another HA. The receiving HA issues a voucher, and provides program assistance to the family.

Rent:

For purposes of determining whether an applicant is entitled to a priority for Section 8 admission based on current rent as a percentage of monthly income, rent is defined as the actual amount due, calculated on a monthly basis, under a lease or rental agreement between a family and the family's current landlord, plus any monthly payments that a family makes toward resident purchased utilities (except telephone). In calculating a family's payments toward utilities, the Authority will use its reasonable estimate of resident-purchased utilities and other housing services that are normally included in rent; or if the family chooses, the family's average monthly utility costs, based on the family's utility bills furnished by the family, for the most recent 12-month period, or, where bills are not obtainable for the entire period, for an appropriate recent period.

For the purposes of calculating rent under this paragraph, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

Rental Voucher Program:

Voucher program.

Rent to Owner:

The monthly rent payable to the owner under the lease. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner in accordance with the lease.

Residency Preference:

An HA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

Residency Preference Area:

The specified area where families must reside to qualify for a residency preference.

Single Person:

A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a resident family.

Special Admission:

Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

Spouse:

Spouse means the husband or wife of the head of household.

Subsidy Standards:

Standards established by an HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. See definition of "family unit size".

Substandard Housing:

For purposes of determining whether an applicant is entitled to a priority for Section 8 admission based on residency in substandard housing, a dwelling unit shall be considered substandard if it:

1. Is dilapidated;
2. Does not have operable indoor plumbing;
3. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
4. Does not have a usable bathtub inside the unit for the exclusive use of a family;
5. Does not have electricity, or has inadequate or unsafe electrical service;
6. Does not have a safe or adequate source of heat;
7. Should, but does not have a kitchen; or

8. Has been declared unfit for habitation by an agency or unit of government.

For purposes of this definition, a housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding.

The defects may involve original construction or they may result from continued neglect or lack of repair or from serious damage to the structure.

For the purposes of this paragraph, an applicant who is a homeless family as defined below is living in substandard housing.

For the purposes of this paragraph, Single Room Occupancy (SRO) Housing (as defined in 24 CFR 882.102) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

Suspension:

Stopping the clock on the term of a family's voucher, for such period as determined by the HA, from the time when the family submits a request for HA approval to lease a unit, until the time when the HA approves or denies the request.

Tenant:

The person or persons (other than a Live-In Aide) who executes the lease as lessee of the dwelling unit.

Tenant-Based:

Rental assistance that is not attached to the structure.

Tenant Rent:

The amount payable monthly by the family as rent to the owner, including a SCPHA. Where all utilities (except telephone) and other essential housing services are supplied by the owner, the Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. In the case of a family renting only a manufactured home space, Tenant Rent equals the space rental minus the Housing Assistance Payment, as defined in the applicable program regulations.

Total Tenant Payment:

Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the higher of the following, rounded to the nearest dollar:

1. 30 percent of Monthly Adjusted Income; or
2. 10 percent of Monthly Income;

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

Utility:

The provision of general electricity, gas, heating fuel, cooking fuel, hot water, sewer, trash, range and refrigerator.

Utility Allowance:

The cost of utilities (except telephone) for an assisted unit which are not provided by the landlord but are the responsibility of the family occupying the unit is called a utility allowance. This utility allowance is based upon building type and is determined by number of bedrooms and is equal to the estimate made by the SCPHA or HUD, of the monthly cost of a reasonable consumption of such utilities for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Reimbursement:

In the voucher program, the amount, if any, by which any utility allowance for family-paid utilities or other housing services exceeds the total tenant payment.

Very Low-Income Family:

A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for small and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family income.

Veteran:

The term “Veteran means any person honorably discharge from the Armed Forces of the United States who served in World War I between April 6, 1917 and November 11, 1918, both dates inclusive, or in World War II on or after December 7, 1941 until final cessation of all hostilities or in the Korean Conflict, Lebanon Crisis, Berlin Crisis, Quemoy and Matsu, Taiwan Straits, Cuban Crisis, the Congo, The Dominican Republic, Vietnam and the Gulf. “Veteran” does not include a person enclosed and accepted for active training only for a period of six months or less.

Violent Criminal Activity:

Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher: (Rental Voucher)

A document issued by an HA to a family selected for admission to the voucher program. The voucher describes the program and the procedures for HA approval of a unit selected by the obligations of the family under the program.

Voucher Program:

Rental voucher program.

Waiting List Admission:

An admission from the HA waiting list.

Welfare Assistance:

Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

APPENDIX III.

**ST. CHARLES PARISH HOUSING AUTHORITY
BRIEFING ITEMS EXPLANATION AND PACKET**

1. Information and Explanation or Prospective Tenants
2. Housing Voucher
3. Utility Schedule
4. Voucher Lease Addendum
5. Request for Lease Approval
6. Subsidy Standard with Explanation
7. A Good Place to Live
8. Lead Base Paint Brochure
9. Housing Discrimination Complaint Form
10. Equal Opportunity Certification
11. Landlord Listing
12. Family Obligations
13. Denial or Termination of Assistance
14. Informal Hearing Procedure
15. Progress Report on Lease Approval
16. Information Sheet on Landlord
17. Model Lease

Signature Certification:

I have received the packet that contains the above items. These formats were discussed with me in the briefing.

Applicant

Date

Staff

Date

**PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
IMPROVEMENT PLAN**

PHAS NAME: St. Charles Parish

Assessment Indicator : Physical

Component No.

Baseline Performance [902.73(d)(1)]: PHA receive an actual score of 6.5 out of a maximum score of 30.

Other related performance/compliance issues [902.73(d)(2)]: Critical areas included:

- 15 of 22 damaged/missing lavatory sinks**
- 13 of 22 damaged/missing kitchen cabinets**
- 17 of 23 damaged security doors**
- 18 of 23 damaged exterior doors**
- 22 of 23 damaged/missing gutters/down-spouts**
- 17 of 23 damages/missing screens**
- 23 of 23 damaged/missing extinguishers**
- 13 of 22 damaged/missing bath cabinets**
- 17 of 22 damaged/missing interior doors**
- overgrown vegetation, graffiti, litter**
- cracks, trip hazards at sidewalks, site erosion**

PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) IMPROVEMENT PLAN

A NAME: St. Charles Parish

cribe procedures that will be followed to correct each deficiency [902.73(d)(3)]:

15 of 22 damaged/missing lavatory sinks – PHA will use force account labor to correct these deficiencies

13 of 22 damaged/missing kitchen cabinets – PHA will contract this work during the first year of the 5 year plan

17 of 23 damaged security doors – PHA will contract this work during first year of 5 year agency plan

18 of 23 damaged exterior doors – PHA will use force account labor to repair all exterior damaged doors

22 of 23 damaged/missing gutters/down-spouts – PHA will contract this work during the 2000 FY

17 of 23 damages/missing screens – PHA will contract this work during the first year of the 5 year plan

23 of 23 damaged/missing extinguishers – PHA has already upgraded and tagged all fire extinguishers

13 of 22 damaged/missing bath cabinets – PHA will contract this work during the first year of the 5 year agency plan

17 of 22 damaged/missing interior doors – PHA will use force account labor to repair all interior doors.

Overgrown vegetation, graffiti, litter, – PHA will use force account labor to address these areas.

Site erosion, cracks, trip hazards at sidewalks - PHA will use contract labor to address these areas during the 2000 FY

**PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
IMPROVEMENT PLAN**

PHAS NAME: St. Charles Parish

Identify timetable for correction of deficiency [902.73(d)(4)]:

- 15 of 22 damaged/missing lavatory sinks – to be corrected by 7/15/00**
- 13 of 22 damaged/missing kitchen cabinets – to be corrected by 12/30/00**
- 17 of 23 damaged security doors – to be corrected by 12/30/00**
- 18 of 23 damaged exterior doors – to be corrected by 7/15/00**
- 22 of 23 damaged/missing gutters/down-spouts – to be corrected by 7/15/00**
- 17 of 23 damages/missing screens – to be corrected by 12/30/00**
- 23 of 23 damaged/missing extinguishers – already corrected by 5/31/00**
- 13 of 22 damaged/missing bath cabinets – to be corrected by 12/30/00**
- 17 of 22 damaged/missing interior doors – to be corrected by 7/15/00**
- Overgrown vegetation, graffiti, litter – to be corrected by 7/15/00**
- Site erosion, cracks, trip hazards at sidewalks – to be corrected by 12/30/00**

Identify PHA/HUB Contact [902.73(d)(5)]: