

PHAPlans St.CharlesParishHousing Authority

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2001

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

PHA Plan Agency Identification

PHA Name: St. Charles Parish Housing Authority

PHA Number: LA094

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

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(listbelow)

5-YEAR PLAN PHAF ISCAL YEARS 2000 -2004

[24CFRPart903.5]

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 QHWA. 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 EACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEAR S.** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHAs should identify these measures in the space 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 5% and maintain a percentage which is equal to 5% or lower than 5% by 09/30/04: To accomplish this objective, the

St. Charles Parish Housing Authority will take affirmative steps to insure that units are returned around as quickly as possible. Under "normal" circumstances, we propose to implement a 16 day minimum turnaround.

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

Progress Report: As of this submission, the St. Charles Parish Housing Authority has 12 vacancies.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) from 83 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 turnaround 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 propose our target score to be as follows:

Baseline (current score): 83

Year 1: 86.3

Progress Report: As of this submission, The St. Charles Parish Housing Authority has a PHAS score of 61.4

Financial	12.2
Management	24.8
Physical	15.4
Residents	8.9

Year 2: 89.6

Year 3: 92.9

Year 4: 96.2

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.

Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal with a resident satisfaction score of 8.9 out of a possible 10 for a 98% achievement rate.

Year2: Achieve 85% customer satisfaction.
Year3: Achieve 90% customer satisfaction.
Year4: Achieve 95% customer satisfaction.
Year5: Achieve 100% customer satisfaction.

- ☒ Concentrate one effort 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 possesses 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.
Progress Report: As of this submission, the Executive Director and/or other staff have attended 4 training sessions.

Year2: Attend at least 4 training sessions rotating staff attendance
Year3: Attend at least 4 training sessions rotating staff attendance.
Year4: Attend at least 4 training sessions rotating staff attendance.
Year5: Attend at least 4 training sessions rotating staff attendance.

- ☒ Renovate or modernize at least 50 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 at least 50 units are in need of renovations including upgrading wall furnaces, replacing deteriorated windows, installing security screens where none exists, replacing range hoods, and installing washer hook-ups. 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 playground equipment presents a safety hazard for children. We propose to remove existing playground 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: renovate 10 units, upgrade water system
Progress Report: As of this report, the St. Charles PHA is in the process of working on the stated items for year one. The PHA will require a revision of the items in year one.

Year2: Renovateasfollows:replacelavatories,repairtub/showerareas,replace GFIoutlets,paintunits,replacekitchencabinets,replacefloortile,replacesmoke detectors,replaceheaterventlights,replacewindowsandscreens

Year3:Renovateunitsasfol lows:replacelavatories,repairtub/showerareas, replaceGFIoutlets,replacekitchencabinets,replacefloortile

Year4:Renovateunitsasfollows:replacekitchencabinets,replacefloortile, replacesmokedetectors,replaceheaterventlights,replacewindowscreens, installbusshelters

Year5:Replaceplayequipment,constructcommunityroom,providelandscaping, installspeedbumps.

- Demolishordisposeofobsoletepublichousing:
- Providereplacementpublichousing:
- Providereplacementvouchers:
- Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounselingto100%ofparticipatingfamiliesby 09/30/04:Toaccomplishthisobjective,theSt.CharlesParishHousingAuthority proposestocounselallfamiliesonthewaitinglistandallfamiliesinpossession ofboththeLowRentprogramandtheSection8program.Thiswillbe implementedasfollows:

Year1:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

ProgressReport: Asofthissubmission,theSt.CharlesParishHousing Authority hasmetthisgoal.

Year2:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

Year3:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

Year4:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

Year5:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

- Conductoutreacheffortstoatleast25potentialvoucherlandlordsby09/30/04: ToaccomplishthisobjectivetheSt.CharlesParishHousingAuthoritywill implementthefollowing:

Year1:Outreachtto5potentialvoucherlandlords.

ProgressReport: TheSt.CharlesParishHousingAuthorityhasmetthisgoalby meetingwithandidentifying10additionalandlordsandaddingthemtothe program.

Year2:Outreachto5additionalpotentialvoucherlandlords
Year3:Outreachto5additionalpotentialvoucherlandlords
Year4:Outreachto5additionalpotentialvoucherlandlords
Year5:Outreachto5a dditionalpotentialvoucherlandlords

- Increasevoucherpaymentstandards
- Implementvoucherhomeownershipprogram:
- Implementpublichousingorotherhomeownershipprogramsbyprovidinghomeownershipcounselingtoatleast100%offamiliesinpossessionby09/30/04:Toaccomplishthisobjective,theSt.CharlesParishHousingAuthoritywilllinkwithanon -profitorganizationprovidinghomeownershipcounselingtofamilies.Topicswillincludebutwillnotbelimitedto:
 1. Preparingforhomeownership -advantagesversusdisadvantages,affordability,examiningcreditreports
 2. Shoppingforahome -decidingnewversusold,findingtherighthouse,negotiatingthepurchase,submittingtheoffer,termsof thecontract,conductinganappraisal,homeinspection
 3. Obtainingamortgage -shoppingforaloan,themortgagechecklist,applyingforaloan,loanprocessing
 4. Loanclosing -preparingforclosing,theactualclosingdocuments
 5. Lifeasahomeowner -settlingin,maintenance,financialmanagement,taxplanning,homeequity,refinancing,pre -payingthemortgage

Wepropose toimplementas follows:

Year1:Counsel20%ofLowRentandSection8familiesonthewaitinglistandinpossession

Progress Report: TheSt.CharlesParishHousingAuthorityhasmetthisgoal,

Year2:Counsel20%ofLowRentandSection8familiesonthewaitinglistandinpossession

Year3:Counsel20%ofLowRentandSection8familiesonthewaitinglistandinpossession

Year4:Counsel20%ofLowRentandSection8familiesonthewaitinglistandinpossession

Year5:Counsel20%ofLowRentandSection8familiesonthwwaitinglistandinpossession

- Implementpublichousing site -basedwaitinglists :
- Convertpublichousingtovouchers:
- Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Provideanimprovedlivingenvironment
Objectives:

Implement measures to deconcentrate poverty by bringing at least 20 higher income public housing households into lower 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 over the next five years. This will afford a mix of income levels among the lower -income families and the higher -income families. **Progress Report** : As of this report, the St. Charles Parish PHA is exempt from this goal.

Implement measures to promote income mixing in public housing by assuring access for at least 20 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 20 over the next five years. This will afford a mix of income levels among the lower -income families and the higher -income families. **Progress Report** : As of this report, the St. Charles Parish PHA is exempt from this goal.

- Implement public housing security improvements
- Designated 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 25 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 5 residents to become employed

Progress Report: The St. Charles Parish Housing Authority has met this goal.

Year 2: Assist an additional 5 residents

Year 3: Assist an additional 5 residents

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

☒ Provide or attract support services to at least 25 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 support services for those interested in employability. We will link with transportation providers, daycare providers, healthcare providers, and social services agencies in an effort to provide the needed support services for job maintenance. Our implementation schedule is as follows:

Year 1: Assist at least 5 residents to acquire support services

Progress Report: The St. Charles Parish Housing Authority has met this goal.

Year 2: Assist an additional 5 residents

Year 3: Assist an additional 5 residents

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

☒ Provide or attract support 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 support 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 support services. Our implementation schedule is as follows:

Year 1: Assist at least 5 residents to acquire support services

Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal by informing residents of available local assistance programs by posting their literature and has offered to assist with contacting these agencies for required services.

Year 2: Assist an additional 5 residents

Year 3: Assist an additional 5 residents

- Year4: Assistanadditional5residents
- Year5: Assistanadditional5residents
- Other:(listbelow)

HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans

PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing

Objectives:

Undertakeaffirmativemeasurestoensureaccesstoassistedhousingregardless of race,color,religionnationalorigin,sex,familialstatus,anddisabilityfor100% of familiesinpossessionand100%offamiliesonthewaitinglistby09/30/04:To accomplishthisobjective,theSt.CharlesParishHousingAuthoritywill implementthefollowing:

Postinconspicuousplacessuchasbulletin boards,churches,grocerystores, departmentstores,civicothierorganizations,aspectsofequalopportunityand fairhousingasprovidedbytheSCPHA,distributeflyersaboutfairhousing providedbyourPHA,providecopiesoffairhousingliterature topersonsonthe waitinglistaswellasthoseinpossession,providecounselingtolandlordsabout fairhousing.Ourimplementationscheduleisasfollows:

Year1:Distributeatleast250flyers,counselatleast25landlordsonfairhousing

ProgressReport: Asofthissubmission,theSt.CharlesParishHousing Authorityhasmetthisgoalbypostingflyersofitsfairhousingstatusandby advertisinginlocalnewspapers.

Year2:Distributeatleast250flyers,counselatleast25landlordsonfairhousing

Year3:Distributeatleast250flyers,counselatleast25landlordsonfairhousing

Year4:Distributeatleast250flyers,counselatleast25landlordsonfairhousing

Year5:Distributeatleast250flyers,counselatleast25landlordsonfairhousing

Undertakeaffirmativemeasurestoprovideasuitablelivingenvironmentfor 100%offamilieslivinginassistedhousing,regardless ofrace,color,religion nationalorigin,sex,familialstatus,anddisabilityby09/30/04 :

Undertakeaffirmativemeasurestoensureaccessiblehousingto100% ofpersons withallvarietiesofdisabilitiesregardless ofunitsizerequiredby09/30/04:To accomplishthisobjectivetheSt.CharlesParishHousingAuthoritywill take affirmativestepstoassurethatpersons withdisabilitieshaveaccesstohousing. Thiswillbeaccomplishedbyassuringthataminimumof5%ofourlowrentunits areincompliancewithSection504oftheAmericanDisabilitiesAct,thatwhere possible,unitsareequippedwithdevicesforthevisuallyandhearingimpaired, andinsuringthattheofficeisequippedforaccessibility,andpathwaystothe officeprovideadirectpathforeasyaccess.

ProgressReport :Asofthisreport,theSt.CharlesPar ishPHAhasmetthisgoal.

Other:(listbelow)

AnnualPHAPlan
PHAFiscalYear2001
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

OnOctober8,1998,CongresspassedtheQualityHousingandWork ResponsibilityAct(QHWRA)of1998.Itwasattachedtothe1999HUDAppropriations ActandsignedintolawbythePresidentonOctober21,1998.Itamends,ratherthan repeals,theUnitedStatesHousingActof1937.

IndevelopingQHWRA,Congressfoundthatthereexiststhroughoutthenationa needfordecent,safe,andaffordablehousing.Further,itfoundthattheinventoryof publichousingunitsowned,oroperatedbypublichousingagencies,anassetwhichthe FederalGovernmenthasinvestedover\$90billiondollars,has traditionallyprovided rentalhousingthat isaffordabletolow -incomepersons.Despiteservingthiscritical function,thepublichousingssystemisplaguedbyaseriesofproblems,including concentrationofverypoorpeopleinverypoorneighborhoods andlackofincentivesfor economicself -sufficiency.TheFederalmethodofoverseeingeveryaspectofpublic housingbydetailedandcomplexstatutesandregulationshasaggravatedtheproblem andhasplacedexcessiveadministrativeburdensonpublichousingagencies.Finally, Congresshasconcludedthattheinterestsoflow -incomepersons,andthepublicinterest willbestbeservedbyareformedpublichousingprogramwhichconsolidatesmany publichousingprogramsintoprogramsfortheoperationandcapitalneeds ofpublic housing;streamlinesprogramrequirements;vestsinpublicagencies thatperformwillin maximumfeasibleauthority,discretion,andcontrolwithappropriateaccountabilityto publichousingresidents,localities,andgeneralpublic;andrewardemploymentand economicself -sufficiencyforpublichousingresidents.

ThepurposeofthisAgencyPlanistoprovideguidancefortheSt.CharlesParish HousingAuthorityinpromotinghomeswhichareaffordabletolow -incomefamiliesin safeandhealthyenvironments,andtherebycontributingtothesupplyofaffordable housingforourfiscalyears2000through2004.ThroughimplementationofthisAgency

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.

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 with 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 in the local newspapers.
- F. We conducted the hearing and received no comments from the total public housing population and the general community.
- G. We finalized our plan.
- H. We obtained Board of Commissioner approval for submission to HUD.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

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

Required Attachments:

Attachments

- Attachment A: Capital Fund Program Annual Statement
68
- Attachment B: Capital Fund Program 5 Year Action Plan
71
- Attachment __: Capital Fund Program Replacement Housing

- Factor Annual State _____ ment
- Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment C: Resident Membership on PHA Board or Governing Body
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- Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, provide each attachment name)
 - Attachment E: Pet Policy 73
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 - Attachment G: Deconcentration 85

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 jurisdiction 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
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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
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
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 HOPEVI applications or, if more recent, approved or submitted HOPEVI 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 home ownership 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	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	agency	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 (PHDEP) 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 903.79(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	Affordability	Supply	Quality	Accessibility	Size	Location
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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
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)
U.S. Census Bureau data for the 1990 census for St. Charles Parish and the City of Boutte.

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	72		12
Extremely low income <= 30% AMI	71	99%	
Very low income (> 30% but <= 50% AMI)	0	0%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	1	1%	
Families with children	43	73%	
Elderly families	0	.02%	
Families with Disabilities			
Race/ethnicity – Black	67	90%	
Race/ethnicity – White	5	1%	
Race/ethnicity – Hispanic	2	1%	
Race/ethnicity – Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	39	54%	3
2BR	24	33%	3
3BR	7	10%	4
4BR	2	3%	2
5BR	0		
5+BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: Open for Low Rent, and closed for Section 8 How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	351		15
Extremely low income <= 30% AMI	269	77%	
Very low income (>30% but <=50% AMI)	82	23%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	351	100%	
Elderly families			
Families with Disabilities			
Race/ethnicity – Black			
Race/ethnicity – White			
Race/ethnicity – Hispanic			
Race/ethnicity – Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	69	20%	3
2BR	210	60%	9
3BR	61	17%	2
4BR	11	3%	1
5BR			
5+BR			

Housing Needs of Families on the Waiting List	
Isthe 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)? 1	
Does the PHA expect to open the list in the PHA Plan year?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families on 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 financed 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 voucher 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 voucher 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

[24CFR Part 903.79(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 their 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.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2000grants)		
a) PublicHousingOperatingFund	\$196,424	
b) PublicHousingCapitalFund	234,730	
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection 8Tenant -BasedAssistance	1,742,154	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants		
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
		Modernization activities
3.PublicHousingDwellingRental Income	151,640	Administrative expenses
4.Otherincome (listbelow)		
Interest	10,550	Investment
OtherIncome	7,290	Investment
4.Non -federalsources (listbelow)		
Totalresources	2,342,788	PHAOperations

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A. Public Housing

Exemptions: PHA 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 plan 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 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 admission to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In OHAC circumstances will transfer 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 families with 30% of median income; 30% of families with 50% of median income; and 30% of families with 80% of median income will have first priority

3. If the PHA will employ admission 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 points 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:

- 3 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) – At the discretion of the Executive Director
- 3 Victims of domestic violence – At the discretion of the Executive Director
- 3 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

St. Charles parish Housing Authority

- 1 Working families and those unable to work because of age or disability
- 1 Unemployed residents of the jurisdiction
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- 2 Household 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 families with 30% of median income; 30% of families with 50% of median income; and 30% of families with 80% median income will have first priority

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
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

SEE ATTACHMENT G

a. Yes No: Did the PHA's analysis of its family (general occupancy) development studies 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:
Boutte, Hahnville, and Des Allemands complexes
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
Boutte, Hahnville and Des Allemands complexes
- Other (list policies and development targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHA 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
- 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. Incometargeting

Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan75%ofallnewadmissionstothesection8 programtofamiliesatorbelow30%ofmedianareaincome?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admission 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 points 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

Highrentburden

Otherpreferences(selectallthatapply)

- 1 Workingfamiliesandthoseunabletoworkbecauseofageordisability
- 3 Veteransandveterans’ families
- 1 Residentswholiveand/orwork inyourjurisdiction
- 2 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- 1 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- 1 Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- 3 Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththequalpreferencestat us,howareapplicants selected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe jurisdiction”(selectone)

- ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD
- ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshipofpreferencetoincometargetingrequirements: (selectone)

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

(5)SpecialPurposeSection8AssistancePrograms

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverningeligibility, selection,andadmissiontoanyspecial -purposesection8programadministeredby thePHAcontained?(selectallthatapply)

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- Throughpublishednotices
- Other(listbelow)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component4A.

(1)IncomeBasedRentPolicies

St.CharlesparishHousingAuthority

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

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

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 re-examinations, 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

- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)\$40.00permonth
- Other(listbelow)

g. Yes No: Does the PHA plantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreasesin thenextyear?

(2) Flat Rents

1. Insettingthemarket-basedflatrents,whatsourcesofinformationdidthePHAuseto establishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describelow)

B. Section 8 Tenant -Based Assistance

Exemptions: PHA 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

[24CFR Part 903.79(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:

The St. Charles Parish Housing Authority is a small -sized agency located in the Southeastern section of the State of Louisiana. It is located approximately 20 miles southeast of the City of New Orleans. The Housing Authority is governed by a five (5)

member Board of Commissioners, who are appointed by the St. Charles Parish Council. Each Commissioner serves a two-year term which is staggered for consistency in decision-making. The agency is managed by an Executive Director who is appointed by the Board, and provides overall supervision for daily activities. The Executive Director supervises one Clerk III, who serves as Office Manager; one Public Housing Program Manager, who administers 129 units of low-rent public housing, and provides supervision to one Maintenance Master Repairer and two Maintenance Repairmen II. The low-rent units are described as follows: The Boutte Complex is comprised of 67 units; the Hahnville Complex is comprised of 50 units; and the Des Allemands Complex is comprised of 12 units. All sites are located within seven (7) miles of each other.

The Executive Director also provides overall supervision for the Section 8 program, which is managed by a Section 8 Program Manager II, who administers 301 Section 8 Vouchers, and supervises a Section 8 Program Manager I. All positions, except that of the Executive Director's position are under the auspices of the State of Louisiana Civil Service Classified Employees System.

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	129	5% or 6
Section 8 Vouchers	305	5% or 15
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

[24CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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) Grievances 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 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 24CFR 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 discussions 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 as soon 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 whom 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 (whom 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 organization 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 actor of 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 payments shall not constitute a waiver of any right the complainant may have to contest the St. Charles Parish Housing Authority's disposition of this 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: 96656

- (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; If;
 - (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 d
 - (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's failure to act against which the complaint is directed.
 - (f) The hearings 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 decisions 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.

2. Which PHA office should residents or applicant stop 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 addition to federal requirements below:

***St. Charles Parish Housing Authority
Section 8 Program Informal Hearing Procedures
Informal review for applicant***

Directive Number: 982.5 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's Section 8 Program.

- (a) Notice to applicant. The St. Charles Parish Housing Authority shall give an applicant for participation prompt notice of a decision denying assistance to the applicant. The notice shall contain a brief statement of the reasons for the Housing Authority decision. The notice shall also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.
- (b) Informal review process. The St. Charles Parish Housing Authority shall give an applicant

an opportunity for an informal review of the Housing Authority decision denying assistance to the applicant. The administrative plans shall state the Housing Authority procedures for conducting an informal review. The Housing Authority review procedures shall comply with the following:

- (1) The review may be conducted by any person or persons designated by the St. Charles Parish Housing Authority, other than a person whom made or approved the decision under review or a subordinate of this person.
 - (2) The applicants shall be given an opportunity to present written or oral objections to the Housing Authority decision.
 - (3) The St. Charles Parish Housing Authority shall notify the applicant of the Housing Authority final decision after the informal review, including a brief statement of the reasons for the final decision.
- (c) When informal review is not required. The St. Charles Parish Housing Authority is not required to provide the applicant an opportunity for an informal review for any of the following:
- (1) Discretionary administrative determinations by the Housing Authority.
 - (2) General policy issues or class grievances.
 - (3) A determination of the family unit size under the Housing Authority subsidy standards.
 - (4) A St. Charles Parish Housing Authority determination not to approve an extension or suspension of a voucher term.
 - (5) A St. Charles Parish Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
 - (6) A St. Charles Parish Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
 - (7) A St. Charles Parish Housing Authority determination that the unit is not in accordance with HQS because of the family size or composition.
- (d) Restrictions on assistance for non-citizens. The informal hearing provisions for the denial of assistance on the basis of ineligible immigration status shall be conducted in accordance with 24CFR part 5.

Informal hearing for participant.

Directive Number: 982.5 55

- (a) When hearing is required. (1) The St. Charles Parish Housing Authority shall give a participant family an opportunity for an informal hearing to consider whether the following Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and Housing Authority policies:
- (i) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - (ii) A determination of the appropriate utility allowance (if any) for tenant —paid

utilities from the Housing Authority utility allowance schedule.

- (iii) A determination of the family unit size under the Housing Authority subsidy standards.
 - (iv) A determination that a voucher program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Housing Authority subsidy standards, or the Housing Authority determination to deny the family's request for an exception from the standards.
 - (v) A determination to terminate assistance for a participant family because of the family's action or failure to act in accordance with Sec. 982.552.
 - (vi) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Housing Authority policy and HUD rules.
- (2) In the cases described in paragraphs (a)(1)(iv), (v) and (vi) of this section, the St. Charles Parish Housing Authority shall give the opportunity for an informal hearing before the Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.
- (b) When hearing is not required. The St. Charles Parish Housing Authority is not required to provide a participant family an opportunity for an informal hearing for any of the following:
- (1) Discretionary administrative determinations by the Housing Authority.
 - (2) General policy issues or class grievances.
 - (3) Establishment of the Housing Authority schedule of utility allowances for families in the program.
 - (4) **A St. Charles Parish Housing Authority determination not to approve an extension or suspension of a voucher term.**
 - (5) A St. Charles parish Housing Authority **determination not to** approve a unit or lease.
 - (6) **A St. Charles Parish Housing Authority determination that an assisted unit is not in compliance with HQS.** (However, the St. Charles parish Housing Authority shall provide the **opportunity for an informal hearing for a decision to** terminate assistance for a breach of the HQS caused by the family as described in Sec. 982.551(c).)
 - (7) A St. Charles parish Housing Authority determination that the unit is not in accordance with HQS because of the family size.
 - (8) A determination by the St. Charles parish Housing Authority to exercise or not to exercise any right to remedy against the owner under a HAP contract.
- (c) Notice to family. (1) In the cases described in paragraphs (a)(1)(i), (ii) and (iii) of this section, the St. Charles Parish Housing Authority shall notify the family that the family may ask for an explanation of the basis of the Housing Authority determination, and that if the family does not agree with the determination, the family may request an informal hearing within 10 days on the decision.
- (2) In the cases described in paragraphs (a)(1)(iv), (v) and (vi) of this section, the St. Charles Parish Housing Authority shall give the family prompt written notice that the family may request a hearing. The notices shall:
- (i) Contain a brief statement of reasons for the decision,
 - (ii) State that if **the family does not agree with the** decision, the family may request an informal hearing on the decision, and

- (iii) State the deadline for the family to request an informal **hearing**.
 - (d) Expedious hearing process. Where a hearing for a participant family is required under this section, the St. Charles Parish Housing Authority shall proceed with the hearing in a reasonably expeditious manner upon the request of the family.
 - (e) Hearing procedures (1) Administrative plan. The administrative plans shall state the St. Charles Parish Housing Authority procedures for conducting informal hearings for participants.
- (2) Discover
- (i) By family. The family shall be given the opportunity to examine before the St. Charles Parish Housing Authority hearing any Housing Authority documents that are directly relevant to the hearing. The family must be allowed to copy any such document at the family's expense. If the Housing Authority does not make the document available for examination on request of the family, the HA may not rely on the document at the hearing.
 - (ii) By Housing Authority. The St. Charles Parish Housing Authority hearing procedures may provide that the Housing Authority shall be given the opportunity to examine at Housing Authority offices before the Housing Authority hearing any family documents that are directly relevant to the hearing. The St. Charles Parish Housing Authority shall be allowed to copy any such document at the Housing Authority's expense. If the family does not make the document available for examination on request of the Housing Authority, the family may not rely on the document at the hearing.
 - (iii) Documents. The term "documents" includes records and regulations.
 - (3) Representation of family. At its own expense, the family may be represented by a lawyer or other representative.
 - (4) Hearing officer: Appointment and authority. (i) The hearing may be conducted by any person or persons designated by the St. Charles Parish Housing Authority, other than a person whom made or approved the decision under review or a subordinate of this person.
 - (ii) The person who conducts the hearing may regulate the conduct of the hearing in accordance with the St. Charles Parish Housing Authority hearing procedures.
 - (5) Evidence. The St. Charles Parish Housing Authority and the family must be given the opportunity to present evidence, and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.
 - (6) Issuance of decision. The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstance of the family shall be based on a preponderance of the evidence presented at the hearing. A copy of the hearing decision shall be furnished **promptly to the family**.
 - (f) Effect of decision. The St. Charles Parish Housing Authority **is not bound by** a hearing decision:
 - (1) Concerning a matter for which the St. Charles Parish Housing Authority is not required to provide an opportunity for an informal hearing under this section, or that otherwise exceeds the authority of the person conducting the hearing under the Housing Authority hearing procedures.
 - (2) Contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

- (3) If the St. Charles Parish Housing Authority determines that it is not bound by a hearing decision, the Housing Authority shall promptly notify the family of the determination, and of the reasons for the determination.
- (g) Restrictions on assistance to non-citizens. The informal hearing provisions for the denial of assistance on the basis of ineligible immigration status shall be conducted in accordance with 24 CFR part 5.

2. Which PHA offices 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 there)

(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.

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 Plans 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 -financed 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

[24CFR Part 903.79(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: <u> (DD/MM/YY)</u>	
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

[24CFR Part 903.79(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 903.79(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 FY1996 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 FY1996 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 HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI 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

[24CFR Part 903.79(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"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the U.S.H.A of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved ; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24CFR Part 903.79(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?

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 program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

D. Reserved for Community Service Requirement pursuant to section 1 2(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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 area 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 level 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 action 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/antidrug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

(Attachment G)

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(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

[24CFR Part 903.79(q)]

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

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

Other:(listbelow)

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

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

Attached as Attachment **F**

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 there a 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) Candidate appointed by the Mayor.

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 assistance) -based
- 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)
Reduction of vacancy rate; improved management functions; provision of home buyer counseling; renovation of public housing; provision of supportive services for families, elderly and persons with disabilities; increased employment for persons living in public housing; deconcentration of poverty and provision of income mixing.
- Other: (list below)

4. 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 that our PHA 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.

Attachments
CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$0	\$23,000	\$0	\$0
3	1408 Management Improvements	\$0	\$10,000	\$0	\$0
4	1410 Administration	\$500	\$500	\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,456	\$25,456	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$61,200	\$28,200		
10	1460 Dwelling Structures	\$152,272	\$152,272	\$0	\$0
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHAName: St. Charles Parish	Grant Type and Number Capital Fund Program Grant No: LA48P09450101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$239,428	\$239,428	\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual State ment/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: St.CharlesParish		Grant Type and Number Capital Fund Program Grant No: LA48P09450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	1	\$0	\$23,000	\$0	\$0	Needed for operations
HA-Wide	Management Improvements	1408	1	\$0	\$10,000	\$0	\$0	Staff Training
HA-Wide	Advertise for Project Coordinator & Contractor	1410	2	\$500	\$500	\$0	\$0	
HA-Wide	Hire Project Coordinator	1430	1	\$25,456	\$25,456	\$0	\$0	
LA-094	Upgrade water system	1450	1	\$61,200	\$28,200	\$0	\$0	Delete water system – Add sidewalks and curbs
LA-094	Renovate units as follows:	1460	1	\$152,272	\$152,272	\$0	\$0	
	Replace lavatories at 40 units @ \$75 each = \$3,000							
	Repair tub/shower area @ 40 units @ \$500 each = \$20,000							
	Replace GFI outlets @ 50 units @ \$35 each = \$1,750							
	Paint 25 units @ \$60 each = \$15,000							

Annual State ment/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: St.CharlesParish		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P09450101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimat edCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
LA094	Replacekitchencabinets@40units@ \$1,200each=\$48,000							
	Replacefloortile@40units@\$600 each=\$24,000							
	Replacesmokedetectors@40units@ \$35each=\$1,400							
	Replaceheaterventlight s@40units@ \$191each=\$7,622							
	Replacewindowsandscreens@40units @ \$1,050each=\$31,500							
	TOTAL			239,428	\$239,428	\$0	\$0	

Capital Fund Program Five - Year Action Plan

Part I: Summary

PHAName St. Charles Parish		<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHAFY: 10/2001	Work Statement for Year 3 FFY Grant: 2002 PHAFY: 10/2002	Work Statement for Year 4 FFY Grant: 2003 PHAFY: 10/2003	Work Statement for Year 5 FFY Grant: 2004 PHAFY: 10/2004
	Annual Statement	Operations @ \$23,000	Operations @ \$23,000	Operations @ \$23,000	Operations @ \$23,000
		Management Improvements @ \$10,000	Management Improvements @ \$10,000	Management Improvements @ \$10,000	Management Improvements @ \$10,000
		Administration @ \$500	Administration @ \$500	Administration @ \$500	Administration @ \$500
		Fees and Costs @ \$25,456	Fees and Costs @ \$25,456	Fees and Costs @ \$25,456	Fees and Costs @ \$25,456
		Site Improvements @ \$28,200	Site Improvements @ \$28,200	Site Improvements @ \$28,200	Site Improvements @ \$28,200
		Dwelling Structures @ \$152,272	Dwelling Structures @ \$152,272	Dwelling Structures @ \$152,272	Dwelling Structures @ \$152,272
CFP Funds Listed for 5-year planning		\$239,428	\$239,428	\$239,428	\$239,428
Replacement Housing Factor Funds					

Required Attachment C
Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:
Seven Champagne

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):.

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):, Parish President, Parish of St. Charles.

Required Attachment D
Membership of the Resident Advisory Board or Boards

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

Attachment E

St. Charles Parish Housing Authority Pet Policy

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, PHA residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets are subject to the following rules and limitations:

1. Common household pets shall be defined as "domesticated animals" such as dog, cat, bird, rodent, fish or turtle. Common household pets are defined as follows:

Bird Includes Canary, parakeet, Finch and other normally kept caged; birds of prey are not permitted.

Fish In tanks or aquariums, not to exceed 20 gallons in capacity, poisonous or dangerous fish are not permitted.

Dogs Not to exceed 16 lbs. Weight, or 15 inches in height at full growth. Dogs must be spayed or neutered. Veterinarian's recommended/suggested types of dogs are as follows:

- | | |
|--------------|-------------------|
| A. Chihuahua | E. Cocker Spaniel |
| B. Pekingese | F. Dachshund |
| C. Poodle | G. Terriers |
| D. Schnauzer | |

NO PIT BULLS WILL BE PERMITTED

Cats Cats must be spayed or neutered and be declawed or have scratching post, and should not exceed 15 pounds.

Rodents Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages.

Reptiles Reptiles other than turtles or small lizards such as chameleons are not considered household pets.

Exotic Pets At no time will the PHA approve of exotic pets, such as snakes, monkeys, game pets, etc.

2. No more than one dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of 20 gallons shall be permitted. A resident with a dog or cat may also have other categories of "common household pets" as defined above.
3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's apartment for the purpose of handling, but shall not generally be unrestrained.
4. Only one dog or cat is allowed per household. **NOPITBULLSWILLBE PERMITTED.** All dogs and cats will need to be on a leash, tied up or otherwise restrained at all times when they are outside.
5. Pet owners shall maintain their pets in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, PHA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations. Pets shall be kept free from fleas, ticks, or other vermin. Pets will not be allowed in the management office area. Pets shall be kept on a leash at all times when not in own apartment.
6. Each owner shall be fully responsible for the care of the pet, including proper disposal of pet waste in a sanitary manner. Tenants are responsible to remove and dispose of all pet waste. There will be a \$5.00 waste removal charge per occurrence if the owner fails to comply with the removal rule. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination.
7. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.)
8. All pets shall be registered with the Management Office immediately or no longer than ten (10) days following their introduction to the community. Registrations shall consist of providing:
 - a. Basic information about the pet (type, age, description, name, etc.)
 - b. Proof of inoculation and licensing.
 - c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the

age often (10) months must be neutered. If health problem prevents such spaying or neutering, veterinarians' certificate will be necessary to allow the pet to become or continue to be a resident of the community.

- d. Payment of an additional security deposit of \$100.00 (to be paid in full) to defray the cost of potential damage done by the pet to the unit or to common areas of the community. There shall be no additional security deposit for pets other than dogs or cats. The additional security deposit shall not preclude charges to a resident for repair of damages done on an ongoing basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs incurred in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection.

Type of Pet	Pets Name	Inoculation (type and date)
License Date	Spay or Neuter Date	

- e. If a resident cannot care for their pet due to an illness, absence, or death, and no other person can be found for the pet, after 24 hours have elapsed, the tenant hereby gives permission for the pet to be released to the Humane Society/Animal Control in accordance with their procedures. In no case shall the PHA incur any cost or liability for the care of a pet placed in the care of another individual or agency under this procedure.
- f. Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated annually.

Name	Address	Phone (day)	Phone (night)

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

NOTE: THIS POLICY IS AN AGREEMENT BETWEEN THE HEAD OF HOUSEHOLD AND THE HOUSING AUTHORITY OF THE PARISH OF ST. CHARLES AND NEEDS TO BE SIGNED ONLY IF A PET IS IN THE HOUSEHOLD .

As head of household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of the violation shall be cause for termination of the lease. I have received a copy of this policy.

 Name (Please Print)

 Resident

 Address

 Date

 Unit No.

St.CharlesParishHousingAuthority

Date

**Required Attachment F
Community Service Policy**

ST.CHARLESPARISHHOUSINGAUTHORITY

BOUTTE,LOUISIANA

POLICY FOR THE ADMINISTRATION

OF

COMMUNITY SERVICE

AND/OR

ECONOMIC SELF-SUFFICIENCY

REQUIREMENTS

I. GENERAL INFORMATION

New Community Service Requirements

A. Background

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) was signed into law by President Clinton on October 21, 1998. This Act is sometimes called the public housing reform act and the final rules required by QHWRA were published in the Federal Register on March 29, 2000. 24 CFR -Subpart F, 960.00 lists the statutory requirements, which must be incorporated by local PHA/PHC, etc. into policy to meet, Community service/Self-Sufficiency work activities.

B. What is Community Service?

Community Service is defined as the performance of voluntary work, or duties that are a public benefit and serve to improve the quality of life, to enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities.

C. Whom must comply?

The final rule requires all adult family members who do not qualify for a statutory exemption.

D. Who is exempt?

An exempt person is an adult family member who:

- (1) Is 62 years of age or older;
- (2) Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled persons will be permitted to self-certify as to whether they cannot perform community service or self-sufficiency service provisions; or is a primary care giver to such a defined individual;
- (3) Is engaged in work activities;
- (4) Meets the requirements for being exempted under a State program funded under part A of the title IV of the Social Security Act (42 U.S.C. 601) or any other State administered welfare program of the

State in which the PHA is located, including a welfare-to-work program.

- (5) Is a family member receiving assistance, benefits or services under a state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq.) or under any other welfare program of the State in which the Housing Authority is located.

E. What is the Annual Obligation?

Each adult family member who is not exempt must:

- (1) Contribute 8 hours per month (96 hours per year) of Community Service, or
- (2) Participate in an economic self-sufficiency program for the same hours per year; or
- (3) Perform a combination of the activities in (1) and (2) for the same number of hours required above: 8/month – 96/year.

F. What happens when someone does not comply?

The lease specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month lease term, but not for the termination of tenancy during the course of the 12-month lease term prior to the recertification process.

G. When does the Community Service Requirements start?

All PHAs and residents must comply with the requirements of subpart F beginning with a PHA's fiscal year that begins on or after October 1, 2000.

H. How does the PHA administer its program?

The PHA may administer qualifying community service or economic self-sufficiency activities directly through its own staff or through a third party community entity that has an agreement with the PHA.

I. PHA Responsibilities to its residents.

- (1) The PHA must develop a policy that describes how it will determine which family members are subject to or exempt from performing the service requirement and the process for verifying changes to existing status.

- (2) The PHA must provide every family a written description of the service requirement and the process for claiming status. The PHA must also notify each adult family member of its initial determination of exempt and non-exempt status.
- (3) The PHA must review family compliance with the service requirements and must verify such compliance annually at least 30 days before the renewal of the lease (Annual Recertification).
- (4) The PHA must retain reasonable documentation of service requirement performance or exemption in the resident's file folder.

II. PROGRAM ADMINISTRATION

The ST. CHARLES PARISH HOUSING AUTHORITY's policy is designed to identify which adult family members are subject to or exempt from the service requirements; to explain how the PHA will administer its program; to identify PHA and/or third party certification opportunities available to eligible adult family members; and to assure resident compliance with identified work activities with fair and equitable actions.

A. PHA Requirements

(1) Eligibility Determination

The PHA will review every existing resident file to determine each Adult member's status regarding community service per the following guidelines.

a. An exempt person is an adult family member who:

1. Is 62 years of age or older;
2. Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled persons will be permitted to self-certify as to whether they cannot perform community service or self-sufficiency service provisions; or is a primary caregiver to such a defined individual;
3. Is engaged in work activities;
4. Meets the requirements for being exempted under a State program funded under part A of the title IV of the Social Security Act (42 U.S.C. 601) or any other State administered welfare program of the State in

which the PHA is located, including a welfare -to- work program.

5. Is a family member receiving assistance, benefits or services under a state program funded under part A of title IV of the Social Security Act (42 U.S.C. 601) or any other State administered welfare program of the State in which the PHA is located.

- b. As family status is determined a registered letter or other certifiable document of receipt will be sent to each adult member of that family to notify them of their status (exempt or non -exempt) and explaining the steps they should immediately proceed with through their housing representative.
- c. The PHA will include a copy of the general information section of its Community Service Policy and a listing of PHA and/or third party work activities that are eligible for certification of the community service requirement.
- d. At the scheduled meeting with each non -exempt adult family member, not only will the parameters of the community service requirement be reviewed but also the PHA and/or third party work activities will be identified and selected for compliance with the annual obligation for certification at their annual lease renewal date.

(2) Work Activity Opportunities

The ST. CHARLES PARISH HOUSING AUTHORITY has elected to provide to those adult family members that must perform community service activities the opportunity to select either PHA sanctioned work activities or Third Party certifiable work items. The administration of the certification process would be:

a. PHA Provided Activities

When qualifying activities are provided by the Authority directly, designated Authority employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities.

b. Third Party Certification

When qualifying activities are administered by any organization other than PHA, the family member must provide signed certification (see III A (c)) to the Authority

by such third party organization that said family member has performed appropriate service activities for the required hours.

c. Verification of Compliance

The Authority is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual recertification time). Evidence of service performance and/or exemption must be maintained in the participant files.

d. Notice of Noncompliance

If the Authority determines that, a family member who is subject to fulfilling a service requirement, but who has violated the family's obligation (a non-compliant resident) the Authority must notify the specific family member of this determination.

The Notice of Noncompliance must:

1. Briefly, describe the noncompliance (inadequate number of hours).
2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

The resident or any other non-compliant adult family member enters into a written agreement with the Authority to cure the noncompliance and in fact perform to the letter of agreement.

- Or -

The family provides written assurance satisfactory, to the PHA that the resident or other non-compliant adult family member no longer resides in the unit.

This Notice of Noncompliance must also state that the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a noncompliance determination.

e. Resident agreement to comply with the service requirement

The written agreement entered into with the Authority to cure the service requirement non-compliance by the resident and any other adult family member must:

1. Agree to complete the additional service hours needed to make up the total number of hours required over the twelve(12) month term of the new lease.
 2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.
- f. The St. Charles Housing Authority has developed the following list of Agency certifiable and/or third party work activities of which each non-exempt adult family member can select to perform their individual service requirement.

The Authority has identified the following PHA certifiable activities, which are available to meet the requirements:

- Neighborhood Watch
- Daily Phone Monitor for elderly
- Daily Phone Monitor for disabled
- Welcome Wagon Attendant
- Playground Monitor
- Or other certifiable activities

The following third party entities have entered into agreement with the Authority to provide activities available to satisfy the Community Service activities:

Religious Organizations	Qualified activities
Name	Phonebank
Address	Outreach
Phone Number	Food service (soup kitchen)
Contact Person	Or other certifiable activities
Schools	Qualified activities
Name	PTA Volunteer
Address	Library Aide
Phone Number	Hall Monitor
Contact Person	Playground, Or other certifiable activities
Hospitals	Qualified activities
Name	Reception
Address	Candy Striper

PhoneNumber
activities
ContactPerson

rothercertifiable

III. DOCUMENTATION

- A. ResidentNotificationLetter
- B. PHACertificationForm
- C. ThirdPartyCertificationForm
- D. CommunityServiceExemptionCertification
- E. MemorandumofUnderstanding
- F. PhysicianDisability/HandicappedVerificationForm

Required Attachment G Deconcentration Policy for Covered Developments

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Development Name:	Number of Units	Explanation (if any) / see step 4 at §903.2©(1)(iv) /	Deconcentration policy (if no explanation) / see step 5 at §903.2©(1)(v) /

