

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

Donaldsonville Housing Authority

Internet Submittal of PHA Agency Plan

Small PHA Plan Update

Annual Plan for Fiscal Year: 2002

Submission of: **FY 2000 Capital Fund Program**
Performance and Evaluation Report for Period Ending 06/30/01

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

PHA Plan Agency Identification

PHA Name: Donaldsonville Housing Authority

PHA Number: LA 043

PHA Fiscal Year Beginning: (mm/yyyy) 01/2002

PHA Plan Contact Information:

Name: Ruth W. Franklin, Exec. Director

Phone: 225/473-9486

TDD: The DHA uses the Louisiana Relay Service

Email (if available): authority@eatel.net

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan

Fiscal Year 20

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The DHA has two housing developments, LA 43-1 and LA 43-2, comprising a total of 160 apartments. Both developments are in close proximity to one another forming a close-knit neighborhood. In an effort to improve the physical conditions of its units the HA has applied for and received funding under the CIAP and Capital Fund programs from 1993 - 2001 which has been of benefit in improving the living conditions for the residents. The DHA also continues to allocate an amount of its capital funding programs for afterschool tutoring and other resident enrichment programs, and this year it has added an allocation for an on-site security patrol from the Sheriffs Office to enhance the security at both sites. This is done in part because the agency is not eligible to receive PHDEP funding for that purpose.

One physical problem that is currently under study is the flooding of three buildings resulting from street flooding during heavy rains. On Dec 7, 2001, there will be a meeting between the DHA Architect and the HUD Engineers to discuss this matter and to formulate a plan for its resolution. It is anticipated that the CFP Budget may have to be modified to address this matter; which will be given first priority.

A primary goal of the DHA is to provide and maintain quality affordable housing in a professional and fiscally prudent manner free from discrimination, and in specific compliance with a FH&EO corrective plan that has been instituted. The 2002 Annual Plan continues the previous efforts in this area with that primary goal in mind. A number of provisions have been formulated to achieve that and other objectives, and the housing authority is working to comply with the requirements. The DHA has adopted revisions to its Admissions and Occupancy Policy (ACOP) which does not allow for "Freedom of Choice" and which ensures that there is no practice of "steering" residents to one site or another. The DHA will use these provisions to promote and achieve compliance with the FH&EO corrective plan.

The situation of over/under-housed residents in the housing authority's developments is also a priority issue. The DHA has implemented a plan to identify and appropriately house all residents, including where reasonable the relocation of existing residents to apartments that are appropriate for their family size. Notwithstanding however, this plan to address the over/under-housed situation will not counteract any achievements made to balance the racial occupancy of the authority's two developments.

Donaldsonville is the Parish Seat of Ascension Parish. From information presented in the State CHAS from the recommended HUD website, it is concluded that of the 4,016 units needed, over 32% are needed by extremely low income families (Less than 30% MFI), and nearly 18% are needed by low-moderate income families with incomes of from 50 - 80% of AMI. An analysis of the current DHA waiting list for the immediate community indicates that over 80% of applicants for housing from DHA are extremely low income families (at or below 30% AMI), a number which is 2/3's higher than the parish average. Over 12% of applicants are from low-income families, and families with children comprise over 70% of the applicants. Of significance however, with respect to the achievement of improvements in racial balance is that nearly 38% of families on the waiting list are white, a large increase from last year.

During the last week of September 2001, The Donaldsonville Housing Authority (DHA) held a duly advertised public hearing on the 2002 Annual plan after the required notification time and explained the plan to those in attendance.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

During the FY 2001 Agency Plan Year the Donaldsonville Housing Authority (DHA) has taken measured steps to accomplish the goals and objectives that were established in the 5-year Plan. As stated in part in the Executive Summary above, a primary goal of the DHA is to provide quality affordable housing that is free from discrimination, and in specific compliance with a FH&EO corrective plan that was adopted. Because of a "Freedom of Choice" policy in the past, the Housing Authority over many years developed a racial imbalance in its site occupancy.

The DHA modified and adopted new policies in the area of Admissions and Occupancy, Community Service, and Pets. A primary focus of the DHA in 2002 with its Annual Plan is to continue to balance the racial occupancy with new occupants as well as relocation of overhoused families when reasonable. Specifically the DHA will maintain a community wide comprehensive waiting list in a format that will allow the agency to track and monitor its efforts in housing to achieve racial balance and appropriate size occupancy. The new Admissions and Occupancy Policy (ACOP) provides for Tenant Selection and Assignment in a manner that does not allow for "Freedom of Choice" and ensures that there is no "steering" of residents to one site or another. The new policy will be implemented rigorously and will allow the DHA to designate and assign the next "ranking rentable unit" to the next "ranking applicant family" which are matched without regard to race, choice, or some other discriminatory factor. It is specifically stated that where necessary the DHA will use these provisions to promote and achieve compliance with the FH&EO corrective plan.

It was also stated in the Exec Summary that a condition exists at DHA where a substantial number of long time residents are overhoused because their children have grown up and moved away. The rent rolls have been canvassed and these families have been identified along with their household characteristics. Some of the families have been residing at DHA for over forty years and are now elderly. To address the over/under-housed issue the DHA will continue to implement a relocation policy whereby the most recent residents will be relocated first in an effort to correct the inequities. Counseling will be provided when needed to ensure that hardships are not incurred by families that are relocated for this reason. This plan however, to address the over/under-housed situation will not counteract any achievements made to balance the racial occupancy of the authority's two developments.

And a final initiative for the DHA during the FY 2002 Annual Plan Year will be to continue to implement a more assertive marketing plan in an effort to encourage more white and upper income families to apply for housing. This effort will initially be through newspaper and other media where rental listings are normally found.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 245,380

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as

Attachment "C" [File name: la043c01] [Microsoft Excel]

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as

Attachment "B" [File name: la043b01] [Microsoft Excel]

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
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:

<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Relocation resources (select all that apply)</p> <p><input type="checkbox"/> Section 8 for units</p> <p><input type="checkbox"/> Public housing for units</p> <p><input type="checkbox"/> Preference for admission to other public housing or section 8</p> <p><input type="checkbox"/> Other housing for units (describe below)</p>
<p>8. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Actual or projected start date of relocation activities:</p> <p>c. Projected end date of activity:</p>

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)
- The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment _____.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment _____.
- Other: (list below)

B. 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: State of Louisiana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

Substantial Deviation from the 5-year Plan is defined by the Donaldsonville Housing Authority as any substantial modification to the goals and objectives in the then current Plan.

B. Significant Amendment or Modification to the Annual Plan:

A Significant Amendments or Modifications to the Annual Plan are defined by the Donaldsonville Housing Authority as:

- * Changes to rent, admissions policies, or organization of the waiting list;
- * Additions of non-emergency work items that are not listed in the 5-year Action Plan, or changes in use of replacement reserve funds under the Capital Fund;
- * Changes with regard to demolition or disposition, designation, homeownership programs, or conversion activities,
- * And, any addition of new activities not included in the current PHDEP Plan.

**Required Attachment “A” : Supporting Documents Available for Review
Donaldsonville Housing Authority**

PHAs are to 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	Related Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
XX	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the method 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
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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
XX	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
XX	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
XX	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
XX	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Section 3 documentation required by 24 CFR Part 135, Subpart E	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	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
XX	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
XX	The results of 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
XX	Deconcentration and Income Mixing	Annual Plan: Attachment "G"
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**Required Attachment “B” : FY 2002 Capital Fund Program Annual Statement
Donaldsonville Housing Authority**

This Attachment Submitted as a Separate File Named: la043b01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

**Required Attachment “C” : FY 2002 Capital Fund Program 5-Year Action Plan
Donaldsonville Housing Authority**

This Attachment Submitted as a Separate File Named: la043c01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

Required Attachment “D”: Resident Member on the PHA Governing Board
Donaldsonville Housing Authority

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: **Dianna Spurlock**

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): 8/26/1997 – 8/25/2002

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):

Required Attachment “E”: Membership of the Resident Advisory Board
Donaldsonville Housing Authority

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

Chantey Suel
Brenda Johnson
Patricia Ourso
Diana Spurlock
Elizabeth Jarvis

Required Attachment “F”: Voluntary Conversion Initial Assessment
Donaldsonville Housing Authority

A. How many of the PHA’s developments are subject to the Required Initial Assessments?

The Donaldsonville Housing Authority has both of its developments subject to the Required Initial Assessments for Voluntary Conversion.

LA 43-1	60 Units
LA 43-2	100 Units

B. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions?

None of the developments of the Donaldsonville Housing Authority are exempt from the Required Initial Assessments for Voluntary Conversion.

C. How many Assessments were conducted for the PHA’s covered developments?

One Assessment was conducted for each of the DHA’s covered developments.

It was determined for each of the DHA’s developments that due to the extreme shortage of affordable rental housing in the Donaldsonville area, conversion of any of its units would adversely affect the availability of affordable housing in the community.

D. Identify PHA developments that may be appropriate for conversion based on the Required initial Assessments:

None

Required Attachment “G”: Deconcentration and Income Mixing
Donaldsonville Housing Authority

Deconcentration and Income Mixing

- 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:

None

Attachment “H”: Community Service Requirement

Donaldsonville Housing Authority

1. General

In Compliance with the 1998 Quality Housing and Work Reform Act, the Donaldsonville Housing Authority (DHA) has modified its Admission and Continued Occupancy Policy and added a Section H which includes the statutory provisions of the Community Service Requirements (CSR) that state that in order to be eligible for continued occupancy, each adult family member must either (1) be employed, (2) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (3) participate in an economic self-sufficiency program unless they are exempt from this requirement.

2. Effective Date and Lease Approval

As of January 1, 2001, the above described Community Service Requirement (CSR) will go into effect, and twelve months after that date, or starting on January 1, 2002, the Donaldsonville Housing Authority (DHA) will not renew the lease of any non-exempt family that is not in compliance with the Community Service Requirement or approved Agreement to Cure.

3. Family Requirements

When required to contribute community service, it is the residents’ responsibility to find a place to serve the hours of community service, and to provide documentation that the service was performed. The housing authority has canvassed its rent rolls to determine which of its existing resident families that the HA believes has one or more members who fall under the CSR. Those persons that are responsible to participate in the CSR program are asked to come into the office to have the requirements explained to them and to provide them with the reporting form. Newly admitted families have the program explained to them at orientation. Those residents that fall into the CSR category may be assigned to one staff member to track their progress in meeting their responsibilities.

4. Participation and Reporting Requirements

Areas that have been identified as acceptable for CSR service include but are not limited to those listed on the attached sheet. If a resident cannot find an opportunity to volunteer with one of the approved agencies, then the residents will be assigned to work at one of the HA’s resident programs on a volunteer basis. Programs that the DHA conducts that can accommodate a limited number of volunteers are listed on the attached sheet.

Those persons that are responsible to participate in the CSR program are asked to come into the office to have the requirements explained to them and to provide them with the reporting form. The CSR resident family must bring in the completed form on a monthly basis and present the form at the time of payment of rent. If the HA has a reason to question the truthfulness of the information provided on the form it will take steps to confirm the information.

5. Families not in Compliance

The DHA will notify any family found to be in noncompliance of the CSR program:

- 1) That they are in non-compliance with their CSR Requirements,
- 2) That the determination is subject to the grievance procedure; and
- 3) That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

Attachment “I”: DHA Public Housing Waiting List
Donaldsonville Housing Authority

The housing needs of the families on the PHA’s waiting list is indicated below:

Housing Needs of Families on the Waiting List 2002 Annual Plan			
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/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	178		9
Extremely low income <=30% AMI	143	80.3%	
Very low income (>30% but <=50% AMI)	22	12.4%	
Low income (>50% but <80% AMI)	13	7.3%	
Families with children	119	66.9%	
Elderly families	37	20.8%	
Families with Disabilities	15	8.4%	
White	67	37.6%	
Black	111	62.4%	
Hispanic	0	0	
Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	46	20.9%	
2 BR	95	43.2%	
3 BR	65	29.5%	
4 BR	14	6.4%	
5 BR	0	0	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Attachment “J” :
Donaldsonville Housing Authority

**FY 2000 Capital Fund Program
Performance and Evaluation Report
Period Ending 06/30/01**

This Attachment Submitted as a Separate File Named: la043j01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

The Donaldsonville Housing Authority (DHA) has developed a Follow-Up Plan to address the need for improved communication between the Housing Authority Administration and the residents as required by the results of the resident assessment survey. The national average for Communication is 75% and the Donaldsonville Housing Authority had a score of score of 74%.

The plan will include but not be limited to the following:

1. The initial step of the plan was to evaluate the PHA’s survey section results by question in an effort to identify the areas where residents consider communication to be unsatisfactory. That has been completed and the DHA scored below the national average on three questions, and those three primary areas have been identified. They are relative to information about maintenance and repair activities, information about rules of the lease, and support by management for the resident organization.
2. In the first quarter of the New Year the Exec Director will host a meeting of the resident advisory committee and the leaders of the resident’s organization to review the survey questions and the general issue of communication between management and the residents. This meeting will have a two fold purpose, the first being to ensure that the residents understand the meaning of the questions asked on the survey, and to get input of specific areas where the residents believe that the PHA did not provide adequate information or support for their activities. The second purpose will be to develop a short and long-range plan to improve communication between the administration and residents.
 - a) It is anticipated that the first element of the plan will be to establish convenient meeting times to hold periodic resident meetings to inform and advise residents of ongoing activities.
 - b) It will be proposed that the plan include means to inform the residents of activities relative to maintenance and repair and with specific regard to utility shut off and modernization activities. The DHA currently holds periodic resident meetings that are well attended and it will endeavor to determine why these meetings have not been satisfactory for the residents to obtain the maintenance and repair information, and in particular the modernization activities as those activities are gone over in great detail at the meetings.
 - c) The plan will include means to inform residents about the provisions of the lease. An effort will be made to obtain supplementary explanatory materials to provide an easy way for residents to understand lease provisions and make a copy available to each household.
 - d) The plan will establish regularly scheduled meetings between the resident organization and the Exec Director to improve communications and to provide opportunity for the Exec Director to express support for the ongoing activities of the resident organization.
3. The Follow Up Plan will be evaluated on a semi-annual basis to measure progress of the plan and the possible need for adjustment or modification of the activities decided upon. It is expected that the Communication score for DHA will exceed 85%.

**Annual Statement - Performance and Evaluation Report
Capital Fund Program (CFP)
Part I: Summary**

Attachment "J"

U.S.Department of Housing and Urban Development

Office of Public and Indian Housing

Report as of 06/30/01

HA Name: DONALDSONVILLE HOUSING AUTHORITY	Capital Fund Grant Number LA48P 043 50100	FFY of Grant Approval 2000
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Original Annual Statement/ Reserve for Disasters/Emergencies
 Performance & Evaluation Report for Period Ending **06/30/01**

Revised Annual Statement (Revision Number ____)
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements Soft Costs	28,500.00		27,498.00	
	Management Improvements Hard Costs	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	38,804.00		38,000.00	
8	1440 Acquisition	0.00			
9	1450 Site Improvement	19,000.00		19,000.00	
10	1460 Dwelling Structures	171,502.00		171,502.00	
11	1465.1 Dwelling Equipment - Nonexpendable	15,000.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	7,000.00		4,000.00	
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1498 Development Activities	0.00			
19	Collateralization Expenses or debt Service	0.00			
20	1502 Contingency (May not exceed 8% of line 20)	15,000.00			
21	Amount of Annual Grant (Sum of Lines 2 - 19)	294,806.00		260,000.00	0.00
22	Amount of Line 21 Related to LBP Activities	0.00			
23	Amount of Line 21 related to Section 504 Compliance	0.00			
24	Amount of Line 21 Related to Security Soft Costs	0.00			
25	Amount of Line 21 Related to Security Hard Costs	0.00			
26	Amount of Line 21 Related to Energy Conservation Measures	0.00			
		0.00			
		0.00			

Signature of Executive Director and Date _____ RUTH W. FRANKLIN	October 12, 2001	Signature of Public Housing Director/Office of Native American Programs Administrator and D
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Part II: Supporting Pages

Office of Public and Indian Housing

HA Name: DONALDSONVILLE HOUSING AUTHORITY				Capital Fund Grant Number LA48P 043 50100		FFY of Grant Approval 2000		Report as of 06/30/01
Number/Name	General Description of Major Work Categories	Development Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Propose Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE	1406 OPERATIONS			0				
	1408 MANAGEMENT IMPROVEMENTS							
	ED STAFF TRAINING			2,000				
	MAINT TRAINING			1,500				
	TUTOR PROGRAM			18,000				
	PREVENTIVE MAINTENANCE PROGRAM			2,500				
	FAMILY TRAINING PRG			4,500				
	1408 SUB TOTAL	1408		28,500		27,498		
	1430 FEES AND COSTS							
	A. A/E FEES			18,624				
	B. CFP GRANT ADMIN CONSULTANT			12,800				
	C. CFP ANNUAL STATEMENT			2,000				
	D. AGENCY PLAN			3,000				
	E. ACCOUNTING			2,000				
	F. ADV/RECORDATION/MISC COSTS			380				
		1430		38,804		38,000		
	1465 DWELLING EQUIP							
	APPLIANCES	1465		20	15,000			
	1475 NON-DWELLING EQUIPMENT							
	SHOP EQUIP				4,000			
COMPUTER				3,000				
	1475			7,000		4,000		
1495 RELOCATION								
	1495			0				
1502 CONTINGENCY								
A. PROGRAM CONTINGENCY	1502			15,000				
				104,304		69,498		
		PAGE TOTAL						

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

2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date

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

**Annual Statement - Performance and Evaluation Report
Capital Fund Program (CFP)
Part III: Implementation Schedule**

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

HA Name: DONALDSONVILLE HOUSING AUTHORITY	Capital Fund Grant Number LA48P 043 50100	FFY of Grant Approval 2000	Report as of 06/
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Number/Name	All Funds Obligated (Qtr Ending Date)			All Funds Expended (Qtr Ending Date)			Reasons for Revised target Dates
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
LA 70-1	09/30/02		09/30/03				
LA 70-2	09/30/02		09/30/03				
PHA WIDE	09/30/02		09/30/03				

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator :
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30/01

and Date

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