

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPLans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: Housing Authority of the City of Houma

PHANumber: LA090

PHAFiscalYearBeginning:(mm/yyyy) 10/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2002 -2005
[24CFRPart903.5]

A.Mission

- 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)

B.Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management **:(PHAS score) Achieve a passing score.**
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: **Improve resident satisfaction by measured by Resident REAC Satisfaction Surveys. Consolidate management offices to provide better service to residents with adequate staffing levels.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **All management areas need improvement: Finance, admissions, maintenance, inspections, annual recertifications, rent collections, lease compliance and enforcement, resident services, security, etc. Reduce audit findings relating to financial management areas. Reduce cash shortages/overages through improved staffing and training. Provide an Annual Report to the Local Government identified improved areas of specific management functions to**

establish Public Trust and Accountability.

- Renovate or modernize public housing units: **Both sites need extensive modernization and renovation in order to bring them to current market conditions. New comprehensive modernization plan to be developed identifying a five year plan to renovate both properties completely utilizing Capital Funding Program and other alternative funding sources. First efforts will be on improving site security and safety improvements at both sites.**
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach effort to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site -based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Improve units (i.e., security and modernization program) will improve marketability of both sites by higher income households.**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements : **Improve site lighting at both developments through partnership with local government for on -going maintenance of site lighting. Increase involvement in existing Weed & Seed initiatives in Senator Circle. Develop Memorandum of Understanding to establish partnership with Sheriff's Narcotics Divisions and Crime Task Force. Develop Memorandum of Understanding with local Police and Fire**

Departments to improve emergency services and to develop partnerships.

- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: **The PHA will begin to enforce the lease (One Strike you're Out Policy, Housekeeping Standards, Loitering, etc.) and take appropriate eviction actions when necessary to eliminate lease violators and drug/gang/criminal activity from the sites so that lease-abiding residents can enjoy a safe housing environment.**

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 **The PHA will work with local supportive service agencies to coordinate training and educational programs.**
- Provide or attract supportive services to improve assistance recipients' employability: **The PHA will work with local government to establish extended care program for residents households enrolled in HEADSTART Programs.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: **Increased marketing efforts will be undertaken to improve public awareness of Public Housing Programs. Pre-Applications will be provided to Police and Fire Departments, Medical Facilities and Faith-Based Organizations to increase awareness.**
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: **Increased marketing efforts will be undertaken to improve public awareness of Public Housing Programs. Pre-Applications will be**

provided to Police and Fire Departments, Medical Facilities and Faith-Based Organizations to increase awareness.

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

Emergency Plan Rev. 1

Annual PHA Plan PHA Fiscal Year 2002

[24CFR Part 903.7]

Annual Plan Type:

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

The Housing Authority of the City of Houma has prepared this PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which both public housing residents and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based upon information contained in the State of Louisiana Consolidated Plan. Utilizing these goals and objectives this housing authority is now striving to assure that our residents receive the best customer service.

The Mission Statement and the Goals and Objectives, as well as excellent customer service, is assisted by the implementation of a series of policies that are recurrently in development and under revision. Current policies, while under revision, are on display with this Plan, when all are completed they will be available for public review. The

Admissions and Continued Occupancy Plan (ACOP) is the primary policy available. While it is also in the process of being revised, the current version is currently available for display. This important document covers the public housing tenant selection and assignment plan, outreach services, grievance procedures, etc.

The most important challenges to be met by the Housing Authority during FY 2002 include:

- Provide safe and secure housing to lease-abiding residents, by enforcing the lease and proceeding with legal actions, including evictions, for non-lease abiders.
- Establish Organizational policies, procedures and Management structure to ensure proper staffing and training is put in place to reduce losses and establish public and resident trust.
- Train administrative staff in HUD Regulations and revised policies and procedures, thereby decreasing and/or eliminating the backlog of HUD required actions, i.e., annual recertification, inspections, financial reporting, etc.
- Train maintenance staff on computer software programs to improve access to maintenance information and monitor work orders daily. Establish Computer with internet access to Maintenance work area.
- Establish improved internet connections between office locations to increase efficiency at both sites.
- Identify State Purchasing Contract to reduce time involved in bidding.
- Establish assistance from Troubled Agency Recovery Center to fast track recovery efforts needed in all areas of operations.

In closing, this Annual Plan exemplifies the commitment of this Agency to meet the housing needs of the full range of low-income residents. The Housing Authority, in partnership with the local government, the business community, non-profit community groups, and residents will use this Plan to improve all aspects of the Housing Authority's performance, including, improving the residents quality of life.

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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Required Attachments:

- Admissions Policy for Deconcentration (incl. revised questions from PIH Notice 2001 -4) Attachment "G"
- Most recent board -approved operating budget (Hard Copy mailed to field office)
- Description of Implementation of Community Service Requirements (Attachment "H")
- Information on Pet Policy (Attachment "I")
- Statement of Progress in Meeting 5 -Year Plan Mission and Goals (Attachment "J")
- Resident Membership on the Governing Board (Attachment "F")
- Membership of the Resident Advisory Board (s) (Attachment "F")

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment "F")
- Assessment of Demographic Changes Since Site Based Waiting List Implementation (if applicable)
- X Voluntary Conversion Required Initial Assessment (incl. questions from PIH Notice 2001 -36) (Attachment "K")
- Section 8 Homeownership Capacity Statement (if applicable)
- Statement of Submission of Joint Plans by Consortia (if applicable)
- PHA Management Organizational Chart (Hardcopy mailed to Field Office)
- FY 2002 Capital Fund Program Annual Statement/Performance and Evaluation Report (if applicable)
- FY 2002 Capital Fund Program 5 Year Action Plan (if applicable)
- Public Housing Drug Elimination Program (PHDEP) Plan (if applicable)

Optional Attachments:

- Other (List below, providing each attachment name)

Supporting Documents Available for Review

| List of Supporting Documents Available for Review | | |
|--|--|-----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board -approved operating budget for the public housing program | Annual Plan: Financial Resources; |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| 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 |
| N/A | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: PHA Board certification so f compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance</i>) and 18. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents 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 check here if included in the public housing A&O Policy | Annual Plan: Rent Determination |
| N/A | Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan | N/A |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Main Administrative Office |
| X | Public housing grievance procedures check here if included in the public housing A&O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan | N/A |
| X | The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | N/A |
| 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 |
| N/A | 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 | N/A |
| N/A | Approved or submitted applications for demolition and/or | N/A |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | disposition of public housing | |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | N/A |
| N/A | 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 | N/A |
| N/A | Approved or submitted public housing home ownership programs/plans | N/A |
| N/A | Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan | N/A |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Statement Community Service and Self Sufficiency |
| N/A | FSS Action Plan/s for public housing and/or Section 8 | N/A |
| N/A | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident service grant) program reports | N/A |
| X | 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) | Main Administration Office |
| 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 | Main Administration Office |
| X | Troubled PHAs: MOA/Recovery Plan | Main Administration Office |
| N/A | Other supporting documents (optional) (list individually; use as many lines as necessary) | N/A |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|----------------|----------------------|---------------|----------------|----------------------|----------------|-----------------|
| Family Type | Overall | Affordability | Supply | Quality | Accessibility | 2. Size | Location |
| | | | | | | | |

| FamilyType | Overall | Afford-ability | Supply | Quality | Access-ibility | 2. Size | Loca-tion |
|---------------------------|---------|----------------|--------|---------|----------------|---------|-----------|
| Income<=30% ofAMI | 4,748 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income>30% but <=50%ofAMI | 3,401 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income>50% but <80%ofAMI | 4,780 | 3 | 3 | 3 | 3 | 3 | 3 |
| Elderly | 154 | 3 | 3 | 3 | 3 | 3 | 3 |
| Familieswith Disabilities | 318 | 4 | 4 | 4 | 4 | 4 | 4 |
| White/Non-Hispanic | N/A | | | | | | |
| Hispanic | N/A | | | | | | |
| AfricanAmerican | N/A | | | | | | |
| | | | | | | | |

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: 2002
- 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)

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

| 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: |

| | #offamilies | %oftotalfamilies | AnnualTurnover |
|--|--|--|----------------|
| Waitinglisttotal | 124 | | |
| Extremelylow income<=30% AMI | Systembeing revisedtoinclude thisdata. | Systembeing revisedtoinclude thisdata. | |
| Verylowincome (>30%but<=50% AMI) | Systembeing revisedtoinclude thisdata. | Systembeing revisedtoinclude thisdata. | |
| Lowincome (>50%but<80% AMI) | Systembeing revisedtoinclude thisdata. | Systembeing revisedtoinclude thisdata. | |
| Familieswith children | 63 | 50% | |
| Elderlyfamilies | 13 | 10% | |
| Familieswith Disabilities | 23 | 18% | |
| White/NonHispanic | 39 | 31% | |
| Hispanic | | | |
| AfricanAmerican | 80 | 65% | |
| Indian | 5 | 4% | |
| Characteristicsby BedroomSize (PublicHousing Only) | | | |
| 1BR/OBR | 61 | 49% | |
| 2BR | 36 | 29% | |
| 3BR | 27 | 22% | |
| 4BR | | | |
| 5BR | | | |
| 5+BR | | | |

Isthewaitinglistclosed(selectone)? NoYes

Ifyes:

B. Howlonghasitbeenclosed(#ofmonths)? N/A

DoesthePHAexpecttoreopentheListinthePHAPlanyear?N/A

DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed?N/A

C.StrategyforAddressingNeeds

(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:

- 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 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 rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease 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:

- 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

- 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 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

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

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- 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:

- 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:

- Affirmatively market to races/ethnicities shown to have disproportionate

- housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.79(b)]

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2002 grants) | | |

| Sources | Planned\$ | PlannedUses |
|--|----------------|--|
| a) PublicHousingOperatingFund | \$878,643 | |
| b) PublicHousingCapitalFund | \$818,866 | |
| c) HOPEVIRevitalization | | |
| d) HOPEVIDemolition | | |
| e) AnnualContributionsforSection 8Tenant -BasedAssistance | | |
| f) PublicHousingDrugElimination Program(includingany TechnicalAssistance funds) | | |
| g) ResidentOpportunityandSelf - SufficiencyGrants | | |
| h) CommunityDevelopmentBlock Grant | | |
| i) HOME | | |
| OtherFederalGrants(listbelow) | | |
| | | |
| 2.PriorYearFederalGrants (unobligatedfundsonly)(list below) | | |
| 2000CapitalFundProgram | \$1,100,863 | PHCapital Improvements |
| 1999PHDEP | \$131,964 | PHSafety/Crime PreventionActivities |
| 2001CapitalFundProgram | \$1,123,399 | |
| 3.PublicHousingDwellingRental Income | \$1,028,904. | PHOperations |
| | | |
| | | |
| 4.Otherincome (listbelow) | -0- | |
| LaundryVending | \$17,906.00 | PHOperations |
| VendingCommissions | \$1,039 | PHOperations |
| 4.Non -federalsources (listbelow) | | |
| | | |
| | | |
| | | |
| Totalresources | \$5,101,584.00 | |
| | | |
| | | |

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(Within3 months)
- Other:(describe)

b. Whichnon-income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug-relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?(Whenapplicantsarenot domiciledinTerrebonneParish)

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIforscreening purposes?(eitherdirectlyorthroughanNCIC-authorized source)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitstopublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(listbelow)

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?

N/A

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one lists 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

AIPHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

One

Two

Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will 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) **which include emergencies**.
- Resident choice: (state circumstances below)
- Other: (list below)

a. 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**)

1. 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)

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 soon. 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
High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
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 contributes to meeting income goals (broad range of incomes)
 Household that contributes 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)

While each preference is given equal preference, points are applied to each category allowing families to earn points for more than one category. The highest amount of points are given first priority in housing. When all other factors are equal, date and time of application will be used to make a selection.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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) Within 10 days of change in income or family composition

(6) Deconcentration and Income Mixing

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

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results

of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site based waiting lists
- If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
- If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
- If selected, list targeted developments below:
- Other (list policies and 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

The PHA does not administer a Section 8 Program

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office

Other(listbelow)

(3)SearchTime

a. Yes No:DoesthePHAgiveextensionsonstandard60 -dayperiodtosearchforaunit?

Ifyes,statecircumstancesbelow:

(4)AdmissionsPreferences

a.Incometargeting:

Yes No:DoesthePHAplantoexceedthefederaltargetingrequirementsbytargetingmore than75%ofallnewadmissionstopublichousingtofamiliesatorbelow 30%ofmedianareaincome?

(4)AdmissionsPreferences

a.Incometargeting

Yes No:DoesthePHAplantoexceedthefederaltargetingrequirementsbytargetingmore than75%ofallnewadmissionstothesection8programtofamiliesator below30%ofmedi anareaincome?

b.Preferences

1. Yes No:HassthePHAestablishedpreferencesforadmissiontosection8tenant -based assistance?(otherthandateandtimeofapplication)(ifno,skipto subcomponent **(5)Specialpurpose section8assistanceprograms**)

2.WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe coming year?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousingOwner, Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

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

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

- Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with the equal preference status, how are _____ applicants

selected?(select one)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebasedrentin publichousing.Income -basedrentsaresetatthehigherof30%ofadjustedmonthly income,10%ofunadjustedmonthlyincome,thewelfare rent,orminimumrent(less HUDmandatorydeductionsandexclusions).(Ifselected,skiptosub -component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(Ifselected, continuetoquestionb.)

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 :

a. 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 (working full time with dependent children)
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

Family members other than heads of households working while attending technical school/college.

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. Rentre -determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) (Amounts above \$250.00 per month for working income only - does not apply to any unearned income sources (i.e., child support, SSI, Disability, Workers Compensation, SSA)
- Other (list below) Anytime family income or composition changes;

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

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.) Flat rent policy is currently not in place.

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

B. Section 8 Tenant -Based Assistance

(1) Payment Standards

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)]

A. PHA Management Structure

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 587 | 90 |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | 587 | |
| | | |
| | | |
| Other Federal Programs (list individually) | | |
| Capital Funding Program | 587 | |

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

- - Dwelling Lease
- - Waiting List Policy
- - Criminal, Drug Treatment and Registered Sex Offenders Classification Records Management Policy
- - Admissions and Occupancy Policy and Tenant Selection and Assignment Plan
- - Maintenance Charge List
- - Maintenance Policy
- - Grievance Policy and Procedures
- - Equal Employment Opportunity Policy
- - Procurement Policy
- - Finance Policy
- - Open Meetings Act (LARE REVISED STATUTES SECTION 42:4.1) Through 13)
- - Utility Policy
- - Personnel Policy
- - Risk Control Policy

(2) Section 8 Management: (list below)

N/A

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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
- Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

Due to poor management and lack of planning by the former HA administration, the Houma Housing Authority was unable to appropriately obligate 1999 CGP funds causing a recapture of \$404,541. Records available do not substantiate completion of Budget Line Items previously identified under capital funding. The current Needs Assessment for the HA is obsolete and a new one is needed for planning purposes. The Needs Assessment will be a contracted activity utilizing FY2000 funds. A Ten Year Action Plan will be included in the Assessment Contract.

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

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)5 -Year Action Plan

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 there)

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed -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)]

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: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition |
| 3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected: 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)]

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.A. 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: |
| <input type="checkbox"/> 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 |
| 3. Application status (select one) |
| <input type="checkbox"/> Approved; included in the PHA’s Designation Plan |
| <input type="checkbox"/> Submitted, pending approval |
| <input type="checkbox"/> Planned application |
| 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)
 Part of the development
 Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

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

2. Activity Description

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

| Conversion of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> | Assessment underway |
| <input type="checkbox"/> | Assessment results submitted to HUD |
| <input type="checkbox"/> | Assessment results approved by HUD (if marked, proceed to next question) |
| <input type="checkbox"/> | Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| <input type="checkbox"/> | Conversion Plan in development |

| |
|---|
| <input type="checkbox"/> Conversion Plans 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 |
| <p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Unit addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI revitalization plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) _____ |

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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 USHA of 1937 (effective 10/1/99) | |
| 3. Application status: (select one) | |
| <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program | |
| <input type="checkbox"/> Submitted, pending approval | |
| <input type="checkbox"/> Planned application | |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) | |
| 5. Number of units affected: | |
| 6. Coverage of action: (select one) | |
| <input type="checkbox"/> Part of the development | |
| <input type="checkbox"/> Total development | |

B. Section 8 Tenant Based Assistance -N/A

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 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(f)]

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 the agreement was signed? DD/MM/YY _____

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social Self -sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any program 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) |
| Head Start Program Educational program for 2 -4 year old. Located in Senator Circle | 35 | Available to all Senator Circle Families | Lafouche Head Start Program Senator Circle M/M Administration Office | Public Housing |
| Transportation Passes Day Passes through Transit System. Located in Senator Circle | 300 | Available to All Residents seeking employment, Education, or as transportation to jobs and other | Senator Circle M/M Administration Office, Senator Circle Resident Council | Public Housing |
| Bridges Recovery Support Program for individuals pursuing dreams and goals through Education and | 50 | Available to All residents | Louisiana Office of Mental Health Mental Health | Public Housing |

| | | | | |
|---|-----|--|---|----------------|
| Support Classes are conducted at Bayou Towers | | | Association of Greater Baton Rouge Both Housing Authority Office Locations | |
| Council on Aging Elderly Supportive Services Bayou Towers | 300 | Available to all Elderly Residents at both Sites | Terrebonne Parish Council on Aging | Public Housing |
| | | | | |
| | | | | |

(2) Family Self Sufficiency Programs - N/A

a. Participation Description

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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

A. Needformeasurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(selectallthat apply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeor allofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingoradjacent tothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsduetoperceived and/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionstoimprove safetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimest atisticsovertimeforcrimescommitted“inandaround”public housingauthority
- Analysisofcosttrends overtimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug programs
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

BothSites

B.C rimeandDrugPreventionactivitiesthePHAhasundertakenorplanstoundertakein thenextPHAfiscalyear

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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) ●

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

Both Sites

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 - baselines law enforcement services
- Other activities (list below)

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

Both Sites

D. Additional information as required by PHDEP/PHDEP Plan -N/A

Yes No: Is the PHA eligible to participate in the PH DEPin 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 Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

The Housing Authority is currently updating its pet policy.

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certification and the PHA Plan 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? 6
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)]

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

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

18. Other Information

[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? (RAB has not been established yet)

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

Attached as Attachment (Filename)

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)

N/A PHA has not established RAB yet.

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Parish President requested names of interested residents willing to serve on the Board of Commissioners from both housing sites.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) Parish President appointed individuals to serve on Board

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: Terrebonne Parish, Louisiana

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

D. Other Information Required by HUD

Definition of Substantial Deviation and Significant Amendments/Modification (See Attachments)



Attachments F

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

Definition of Substantial Deviation and Significant Amendments/Modification

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which also requires formal approval of the Board of Commissioners. Ordinary changes in operating policies and procedures will not be considered to be substantial deviations or significant amendments or modifications, nor will changes in the lease or other policies so long as these policies affecting residents have been exposed to the posting and comment process.

Resident Membership on the PHA Governing Board

The Houma - Terrebonne Housing Authority's Board of Commissioners has had a resident commissioner since 2000. The resident commissioner is selected in the same manner as all other Houma - Terrebonne Housing Authority Commissioners, namely appointment by the Parish President (Hon. Robert J. Bergeron). The resident commissioner serves the same five -year term as other commissioners.

The current resident commissioner is Ms. Brenda Belcher, a resident of Senator Circle and past vice -president of the Senator Circle Resident Council. Ms. Belcher has long been involved in resident council. Ms. Belcher was first appointed on July 27, 2000 to fill an un -expired term of her predecessor; her current full five -year term will expire in January 2005.

Membership of the Resident Advisory Board (RAB) :

The Houma - Terrebonne Housing Authority has been concentrating its efforts on bringing back into compliance its low-rent housing program. The Executive Director has a viable role in the establishment of the RAB. =s

The Authority will put forth the very effort in developing, establishing, and organizing a RAB with assistance of the residents. The Authority will determine the selection process in accordance with HUD regulations.

Since both annual plans were late in submission, we selected the following active residents and council members to serve as the Resident Advisory Board to prepare and submit the 2001 and 2002 annual plans. Their assistance was detrimental in getting feedback from residents and the public.

2001/2002 Advisory Board Members

| | |
|----------------|---|
| Senator Circle | Alvin Livas 119 A Senator Circle |
| Senator Circle | Telisa Clark 203 A Senator Circle |
| Senator Circle | Pamela Gaines 204 B Senator Circle |
| Senator Circle | Sharita Williams 132 B Senator Circle |
| Bayou Towers | Beverly Clay 7491 Park Avenue #516 |
| Bayou Towers | Patrick McHale 7491 Park Avenue #1019 |
| Bayou Towers | Rita Clark 7491 Park Avenue #220 |
| Bayou Towers | Albert Pitre 7491 Park Avenue #1126 |
| Bayou Towers | Chester White 7491 Park Avenue #230 |
| Bayou Towers | Leslie Furmage 7491 Park Avenue #1029 |
| Bayou Towers | Bayou Towers |
| Bayou Towers | Joyce Tipton 7491 Park Avenue #708 |
| Bayou Towers | Michael Trosclair 7491 Park Avenue #1015 |
| Bayou Towers | Wanda Boudreaux 7491 Park Avenue #609 |
| Bayou Towers | Edith Verdin 7491 Park Avenue #820 |

Bayou Towers

Anita Portier
7491 Park Avenue #524

Emergency Plan Rev. 1

**Houma-Terrebonne Housing Authority
Advisory Board Meeting Minutes
Bayou Towers Auditorium
July 8, 2002
10:00 A.M**

The Executive Director, Judy Escamilla called the meeting to order. The following representatives were present from the Housing developments.

| | |
|---|------------------------|
| Those in attendance were: Tony Galliano | Apt. 1017 Bayou Towers |
| Rita Clark | Apt. 220 Bayou Towers |
| Edith Verdin | Apt. 820 Bayou Towers |
| Joyce Tipton | Apt. 708 Bayou Towers |
| Beverly Clay | Apt. 516 Bayou Towers |
| Jan Songe Housing Authority | |
| Judy Escamilla | Housing Authority |

Mrs. Escamilla welcomed the residents and guests to the meeting. A prayer was lead by Beverly Clay of Bayou Towers. Mrs. Escamilla indicated that the most important items on the agenda today are the Agency Plan and Capital Fund issues. Mrs. Escamilla pointed out that this year we are requesting that the Resident Advisory Board assist the Housing Authority in obtaining comments from their residents and the public on the plan that would be submitted to HUD.

Since the Housing Authority is being monitored by the MEMPHISTARCA Agency, and we had entered a Memorandum of Agreement, it would be a very busy year as we would strive to meet each goal and objective listed in the plan. Part of this Annual Plan = requirements included updating our policies and procedures, including our lease to ensure that these documents were in compliance with the latest HUD Rules and Regulations. During our 45 Day Comment Period, we would post our new Policies and Procedures and the related attachments in our Main Administrative Office Lobby which is located at the Front entrance of Bayou Towers. Residents or anyone from the public could come and review these documents at any time and offer any suggestions or comments prior to approval by the Board of Commissioners and submission to HUD. The members of the Memphis TARCA team provided us with the sample policies and lease based upon ones in use at other Housing Authorities. It is our belief that using these new policies and procedures will improve our overall performance and organization.

Mrs. Escamilla explained to the residents that there was a lot of physical improvement work that was needed at both sites and in order to spend the money wisely, we needed a comprehensive plan that would list out all of the work items along with the cost for each item and then we would prioritize the list based upon Health and Safety Items, Regulatory Items such as Barrier Free and Handicap Accessibility issues and then other needed improvements could also be planned out. We know that Bayou Towers needs approximately \$1,000,000 dollars worth of work items on the Mechanical System and in order to ensure we can perform this work we need to put together a Reserve Account to pay for this project. We have set aside an amount in each Capital Fund Program Budget to use just for the Mechanical System Upgrade/Replacement. As the Comprehensive Needs Assessment is completed, we would include the Residents in the planning of the work item over the next ten years.

Mrs. Escamilla explained that both sites needed new appliances and that Air Conditioners were planned to be purchased and installed at Senator Circle. New Washers and Dryers would also be planned for replacement in Bayou Towers.

As part of the Drug Elimination Program, a Computer Lab would be put together for both Bayou Towers and Senator Circle and funds would be used from the Capital Fund Program to pay for part of the expenses for that project as well.

One obstacle our Residents in Senator Circle have explained to us is that lack of public transportation to get to and from work on weekends and in the evenings. We have planned to purchase a passenger van and hire a driver to transport our residents to jobs in an effort to increase family household income and reduce the resident family reliance on public welfare assistance. Jobs are readily available throughout this parish, employers need good workers with dependable transportation. Purchasing a van and hiring a driver will greatly assist residents in achieving employment goals.

Residents complained about having to maintain their lawns in Senator Circle since they did not have any place to store their lawnmowers. Another problem was the cypress knee stump hidden in the grassy areas would damage their lawnmowers. Mrs. Escamilla explained that the Maintenance Equipment that was currently available to our workers was outdated and breaking down frequently. New commercial equipment would allow the lawn areas to be maintained in an improved manner that would improve the site appearance.

Residents suggested that we needed to have our streets and parking lots swept to keep glass and trash off the drive areas. We agreed that improved site appearance gives residents a renewed feeling about their neighborhoods. If Management improved the manner in keeping the sites up, the residents would follow.

Bayou Towers residents added that gardening club often help improve site appearances as well. Mrs. Escamilla informed residents that the Housing Authority needed to improve its image through improved services and appearances and this would greatly assist the Housing Authority in attracting applicants and working families in need of housing.

Mrs. Escamilla explained that it is very important that the residents let management of the Authority know if they are headed in the right direction with the planned projects. Mrs. Escamilla further stated that questions or concerns should be addressed and that the residents could call her at any time concerning the Agency Plan.

Mrs. Escamilla indicated that the Agency Plan is a big collection of all of the Authority's policies, procedures and funding sources, including the operational budget. This year we are required to update and bring into compliance all policies and allow for a public comment period.

Mrs. Escamilla explained that we wanted to focus most of our discussion on the things that will change this year with the Capital Fund issues. She again explained that a line of items for replacement reserve in each year was set aside to pay for the major work items required at Bayou Towers. We are also planning a comprehensive physical needs assessment to address both sites immediately.

Mrs. Escamilla indicated that the modernization of Bayou Towers mechanical system, based on the Architect's findings, would exceed over 1.5M, so at this time the Authority has decided to put off starting on the renovation of the mechanical system for one more year. The good news is that this will free up a substantial amount of money in the short run.

Mrs. Escamilla explained that the proposed core idea for the Capital Fund program is a 3-year program to renovate and include the installation of central air conditioning in all of the family units at Senator Circle. Part of the renovation may include the conversion of some two-bedroom duplexes into a four-bedroom unit. There were many larger families in Senator Circle that were underhoused. This is a problem since there is no affordable housing for

four or five bedroom units in Senator Circle.

Mrs. Escamilla asked for residents feedback on the plan. Ms. Edith Verdin of Bayou Towers indicated that it sounds good to her. A general discussion followed, with residents generally favoring air conditioning in Senator Circle and completing all of the Mechanical System work at Bayou Towers at the same time.

Mrs. Escamilla indicated that she would employ a Modernization/Procurement Assistant that would be hired with additional staff to handle the major procurement projects. A new A/E would be hired to handle the design work.

Mrs. Escamilla explained that residents should read over the Annual Plans for 2001 and 2002 and put together any questions they may have and turn them into the office. In a very short time we would be preparing our 2003 Plan and if any changes in our direction were needed we could easily change these plans.

Residents were generally satisfied with the presentation and thanked the staff for allowing them to participate in these plans.

**HOUMA-TERREBONNE HOUSING AUTHORITY
 ADVISORY BOARD MEETING
 BAYOU TOWERS AUDITORIUM
 SATURDAY, JULY 13, 2002
 9:00 A.M.**

The Executive Director, Judy Escamilla called the meeting to order. The following representatives were present from the Housing developments.

| | | | |
|---------------------------|--------------------|-----------------|------------------------|
| Those in attendance were: | Susann Cartwright | Apt. 221B | Senator Circle |
| | Alvin Livas | Apt. 191A | Senator Circle |
| | Sharita Williams | Apt. 132B | Senator Circle |
| | Beverly Clay | Apt. 516 | Bayou Towers |
| | Jerry Domangue | Apt. 315 | Bayou Towers |
| | Paul Gregoire | Apt. 207 | Bayou Towers |
| | Joseph Barrilleaux | Apt. 1016 | Bayou Towers |
| | Tony Galliano | Apt. 1017 | Bayou Towers |
| | Michael Trosclair | Elois Trosclair | Apt. 1015 Bayou Towers |
| | | | Apt. 1015 Bayou Towers |
| | | Albert Verdin | Apt. 1006 Bayou Towers |
| | Anita Portier | Apt. 524 | Bayou Towers |
| | Pearl Tassin | Apt. 316 | Bayou Towers |
| | Antoinette Orgeron | Apt. 606 | Bayou Towers |
| | Eula Monroe | Apt. 513 | Bayou Towers |
| | Anna Cain | Apt. 301 | Bayou Towers |
| | Joyce Tipton | Apt. 708 | Bayou Towers |
| | Wilbert Falgout | Apt. 616 | Bayou Towers |
| | | Jan Songe | Housing Authority |
| | | Beverly Joye | Housing Authority |
| | | Judy Escamilla | Housing Authority |

Mrs. Escamilla welcomed the residents and guests to the meeting. A prayer was lead by Beverly Clay of Bayou Towers. Mrs. Escamilla explained that this was the third meeting held to go over the Agency Plans and since many of the residents were present at the previous meetings, we would again review the plan to help residents familiarize themselves with this process.

Mrs. Escamilla indicated that the most important items on the agenda today are the Agency Plan and Capital Fund issues. Mrs. Escamilla pointed out that this year we are requesting that the Resident Advisory Board assist the Housing Authority in obtaining comments from their residents and the public on the plan that would be submitted to HUD.

Since the Housing Authority is being monitored by the MEMPHI STARCA Agency, and we had entered a Memorandum of Agreement, it would be a very busy year as we would strive to meet each goal and objective listed in the plan. Part of this Annual Plan requires items included updating our policies and procedures, including our lease to ensure that these documents were in compliance with the latest HUD Rules and Regulations. During our 45 Day Comment Period, we would post our new Policies and Procedures and related attachments in our Main

Administrative Office Lobby which is located at the Front entrance of Bayou Towers. Residents or anyone from the public could come and review these documents at any time and offer any suggestions or comments prior to approval by the Board of Commissioners and submission to HUD. The members of the Memphis TARC Team provided us with the sample policies and lease based upon ones in use at other Housing Authorities. It is our belief that using these new policies and procedure will improve our overall performance and organization.

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Mrs. Escamilla explained that residents should read over the Annual Plans for 2001 and 2002 and put together any questions they may have and turn them into the office. In a very short time we would be preparing our 2003 Plan and if any changes in our direction were needed we could easily change these plans.

Residents were generally satisfied with the presentation and thanked the staff for allowing them to participate in the development of this plan.

AttachmentG

Component3(6)DeconcentrationandIncomeMixing

a. X Yes No: DoesthePHAhaveanygeneraloccupancy(family)publichousing developmentscoveredbythedeconcentrationrule?Ifno,this sectioniscomplete.Ifyes,continueto thenextquestion.

b. X Yes No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectioniscomplete.

Ifyes,listthesedevelopmentsas follows:

| DeconcentrationPolicyforCoveredDevelopments | | | |
|--|-----------------------|--|---|
| DevelopmentName : | Number ofUnits | Explanation(ifany)[seestep4at §903.2(c)(1)(iv)] | Deconcentrationpolicy(if noexplanation)[seestep5 at §903.2(c)(1)(v)] |
| SenatorCircle | 300 | VeryLowIncomeHouseholds | Yes—seestatement below |
| | | | |
| | | | |
| | | | |

DeconcentrationPolicy

ItshallbetheintentoftheHTHA,it'sstaff,andit'scommissionersthateveryeffortwillbemadenotto concentratebyincomelevelsoranyotherfactorapplicantsa nd/orresidentsintocertainareas, developments,etc.

Instead,itshallbetheintentoftheHTHA,itsstaff,andit'scommissionerstohouseapplicants/residentsin amannerwhichwillreflectadiversityofincomelevelsand/orotherfactorsofitsres identsinits developments.

ATTACHMENT “H”

Implementation of the Public Housing Resident Community Service Requirements

The HTHA has selected to not implement a Community Service Work Requirement at this time due to funding and staffing restraints. Senator Circle and Bayou Towers are not considered a Hope VI Development. The HTHA will evaluate this program for consideration for future years programs.

Emergency Plan Rev. 1

ATTACHMENT "I"

PET POLICY

The Housing Authority is in the process of updating all of its policies, including the Pet Policy.

Emergency Plan Rev. 1

ATTACHMENT“J”

Progression Meeting 5 Year Plan Goals

The Houma -Terrebonne Housing Authority is currently working through a Memorandum of Agreement with the Memphis Troubled Agency Recovery Center to ensure that this Low -Rent Housing Program maintains viability and staffing at a level to ensure all of its goals and objectives are met within this Memorandum of Agreement. As such we have briefly reported on the following:

1. Expand the supply of assisted housing: The Housing Authority will consider maintaining this goal once the existing housing stock has been properly modernized.
2. Improve the Quality of assisted housing: The Housing Authority management has improved through changes in staffing and job descriptions and accountability . This has increased customer satisfaction and improved operation overall. Unfortunately, we have received some dissatisfaction from some residents relating to the enforcement of four leases, policies and procedures. A comprehensive needs assessment is underway to properly plan out modernization projects for both sites.
3. Improve community quality of life and economic vitality: Security improvements have been made to both sites through the installation of security cameras and an improved relationship/partnership with the local police department and through joint efforts working with the Narcotics Division of the Sheriff department.
4. Promote Self sufficiency and asset development of assisted households. A new computer software system will be procured to properly monitor this goal. Supportive Services are available through services offered by the Office of Mental Health, Head Start Program, Council on Aging, and other faith based organizations.
5. Ensure Equal Opportunity in Housing for all Americans: The Housing Authority has worked cooperatively with Options for Independence, and the local Homeless Coalition to improve access to housing services.

AttachmentK

Component10(B)VoluntaryConversionInitialAssessments

- a. HowmanyofthePHA'sdevelopmentsare subjecttotheRequiredInitialAssessments?
One(1)SenatorCircle
- b. HowmanyofthePHA'sdevelopmentsarenotsubjecttotheRequiredInitialAssessments basedonexemptions(e.g.,elderlyand/ordisableddevelopmentsnotgeneraloccupancy projects)?One(1)
- c. HowmanyAssessmentswereconductedforthePHA'scovereddevelopments?
One(1)

d. IdentifyPHAdevelopmentsthatmaybeappropriateforconversionbasedonthe RequiredInitialAssessments:None -SeeCertificationBelow

| DevelopmentName | NumberofUnits |
|-----------------|---------------|
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d. IfthePHAhasnotcompletedtheRequiredInitialAssessments,describethestatusofthese assessments:The Houma -TerrebonneHousingAuthorityherebycertifiesthatithasreviewed eachdevelopment'soperationsaspublichousing;consideredtheimplicationsofconverting thepublichousingtotenant -basedassistance;andconcludedthatconversionofthe developmentmaybeinappropriatebecause removalofthedevelopmentwouldnotmeetthe necessaryconditionsforvoluntaryconversionasdescribedatCFR972.200(c).

Other Attachments Not Included in this Plan:

- 1) Organizational Chart: Hard Copy mailed as attachment to field office
- 2) Operating Budget: Hard Copy mailed as attachment to field office.
- 3) Certifications: Hard Copies mailed to field office.
- 4) Policies: Hard Copies mailed to field office.

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