

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

PHA Plans St. Charles Parish Housing Authority

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

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN

**PHA Plan
Agency Identification**

PHA Name: St. Charles Parish Housing Authority

PHA Number: LA094

PHA Fiscal Year Beginning: (10/01/02)

Public Access to Information

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

- Main administrative office of the PHA – 200 Boutte Estates Drive, P.O. Box 448
Boutte, LA 70039
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA –200 Boutte Estates Drive, P.O. Box 448,
Boutte, LA 70039
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

- Main business office of the PHA – 200 Boutte Estates Drive, P.O. Box 448
Boutte, LA 70039
- PHA development management offices
- Other (list below)

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

A. Mission

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

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

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

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies to 5% and maintain a percentage which is equaled to 5% or lower than 5% by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative steps to insure that units are turned around as quickly as possible. Under "normal" circumstances, we propose to implement a 16 day minimum turn around.

Year 1:

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

Year 2:

Progress Report: As of this submission, the St. Charles Parish Housing Authority has accomplished this objective with 6 vacancies, or a 4% vacancy rate.

Year 3:

Year 4:

Year 5:

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) □ from 83 to 99.5 by 09/30/04. To accomplish this objective, the St. Charles Parish Housing Authority will strictly enforce all policies governing management and maintenance including assuring timely unit turn around and reduce the number of vacancies, assure timely inspections of dwelling units and systems, assure timely response to work orders, assure timely response to resident requested services which will increase customer satisfaction, and assure sound financial management. We proposes our target scores to be as follows:

Baseline (current score): 83

Year 1: 86.3

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

Financial 12.2 out of 30

Management 24.8 out of 30

Physical 15.4 out of 30

Residents 8.9 out of 10

Year 2: 89.6

Progress Report: As of this submission, The St. Charles Parish Housing Authority has a PHAS score of 77

Financial 23 out of 30

Management 25 out of 30

Physical 29 out of 30

Residents 0 out of 10

Year 3: 92.9

Year 4: 96.2

Year 5: 99.5.

Improve voucher management: (SEMAP score)

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

Year 1: Achieve 80% customer satisfaction.

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

Year 2: Achieve 85% customer satisfaction.

Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal with a resident satisfaction score of 0 out of a possible 10 for a 0% achievement rate.

Year 3: Achieve 90% customer satisfaction.

Year 4: Achieve 95% customer satisfaction.

Year 5: Achieve 100% customer satisfaction.

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

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

Progress Report: As of this submission, the Executive Director and/or her staff have attended 4 training sessions.

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

Progress Report: As of this submission, the Executive Director and/or her staff have attended 4 training sessions.

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

Year 4: Attend at least 4 training sessions rotating staff attendance.

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

Renovate or modernize at least 50 public housing units by 09/30/04: To accomplish this objective, the St. Charles parish Housing Authority had a comprehensive needs assessment conducted which revealed that at least 50 units are in need of renovations including upgrading wall furnaces, replacing deteriorated windows, installing security screens where none exists, replacing range hoods, and installing washer hook-ups. Also, the PHA recently organized a resident council. There is a lack of meeting space. A community room is needed which would contain a computer learning center as well as other educational incentives and motivational materials. Further, the needs assessment indicated that the PHA's water system, which is master metered, needs upgrading to accommodate individual water meters. The PHA proposes to transfer the water system to the parish water department. However, if this becomes not feasible, the PHA proposes to surcharge residents for excessive water usage. The needs assessment further indicated that the current play ground equipment presents a safety hazard for children. We propose to remove existing play equipment and install new equipment. Additional space is needed to park maintenance vehicles during evening hours. Our implementation schedule is reflected as follows:

Year 1: renovate 10 units, upgrade water system

Progress Report: As of this report, the St. Charles PHA is in the process of working on the stated items for year one. The PHA will require a revision of the items in year one.

Year 2: Renovate as follows: replace lavatories, repair tub/shower areas, replace GFI outlets, paint units, replace kitchen cabinets, replace floor tile, replace smoke detectors, replace heater vent lights, replace windows and screens

Progress Report: As of this report, the St. Charles PHA is in the process of working on the stated items for year one. The PHA has revised the items in year one to include replacing lavatories, repairing tub/shower areas, replacing GFI outlets, painting units, replacing kitchen cabinets, replacing floor tile, replacing smoke detectors, replacing heater vent lights, replacing windows and screens.

Year 3: Renovate units as follows: replace lavatories, repair tub/shower areas, replace GFI outlets, replace kitchen cabinets, replace floor tile

Year 4: Renovate units as follows: replace kitchen cabinets, replace floor tile, replace smoke detectors, replace heater vent lights, replace window screens, install bus shelters

Year 5: Replace play equipment, construct community room, provide landscaping, install speed bumps.

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

Year 1: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal.

Year 2: Counsel 20% of Low Rent and Section 8 families on the waiting list and in possession
Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal.

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

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

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

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

Year 1: Outreach to 5 potential voucher landlords.

Progress Report: The St. Charles Parish Housing Authority has met this goal by meeting with and identifying 10 additional landlords and adding them to the program.

Year 2: Outreach to 5 additional potential voucher landlords

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

Year 3: Outreach to 5 additional potential voucher landlords

Year 4: Outreach to 5 additional potential voucher landlords

Year 5: Outreach to 5 additional potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

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

1. Preparing for home ownership - advantages versus disadvantages, affordability, examining credit reports
2. Shopping for a home - deciding new versus old, finding the right house, negotiating the purchase, submitting the offer, terms of the contract, conducting an appraisal, home inspection
3. Obtaining a mortgage - shopping for a loan, the mortgage checklist, applying for a loan, loan processing

4. Loan closing - preparing for closing, the actual closing documents
5. Life as a home owner - settling in, maintenance, financial management, tax planning, home equity, re-financing, pre-paying the mortgage

We propose to implement as follows:

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

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

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

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

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

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

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

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing at least 20 higher income public housing households into lower income developments by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. Based on analysis, the St. Charles Parish Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the St. Charles Parish Housing Authority intends to increase the number of working families over the next five years. This will afford a mix of income levels among the lower-income families and the higher-income families.

Year 1:

Progress Report: As of this report, the St. Charles Parish PHA is exempt from this goal.

Year 2:

Progress Report: As of this report, the St. Charles Parish PHA is exempt from this goal.

Year 3:

Year 4:

Year 5:

Implement measures to promote income mixing in public housing by assuring access for at least 20 lower income families into higher income developments by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. Based on analysis, the St. Charles Parish Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families properties to enjoy a greater percentage of working families. With this in mind, the St. Charles Parish Housing Authority intends to increase the number of working families to at least 20 over the next five years. This will afford a mix of income levels among the lower-income families and the higher-income families.

Year 1:

Progress Report: As of this report, the St. Charles Parish PHA is exempt from this goal.

Year 2:

Progress Report: As of this report, the St. Charles Parish PHA is exempt from this goal.

Year 3:

Year 4:

Year 5:

Implement public housing security improvements

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families by at least 25 by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to assist those interested in working the opportunity to work. A combination of incentives will be implemented including ceiling rents, working preferences, improved collaboration with business partners in our community. We will identify and utilize resources to assist residents seek and obtain meaningful employment. Once employed, we will treat their income in compliance with section 12(d) of the U.S. Housing Act. Our implementation is as follows:

Year 1: Assist at least 5 residents to become employed

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

Year 2: Assist an additional 5 residents

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

Year 3: Assist an additional 5 residents

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

Provide or attract supportive services to at least 25 assisted families to improve assistance recipients' employability by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to attract supportive services for those interested in employability. We will link with transportation providers, day care providers, health care providers, and social services agencies in an effort to provide the needed supportive services for job maintenance. Our implementation schedule is as follows:

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

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

Year 2: Assist an additional 5 residents

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

Year 3: Assist an additional 5 residents

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

Provide or attract supportive services to increase independence for at least 10 elderly families and at least 7 families with disabilities by 09/30/04. To accomplish this objective, the St. Charles

Parish Housing Authority will take affirmative measures to attract supportive services for the elderly and those with disabilities. We will link with transportation providers, meals programs, health care providers, and social services agencies in an effort to provide the needed supportive services. Our implementation schedule is as follows:

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

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

Year 2: Assist an additional 5 residents

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

Year 3: Assist an additional 5 residents

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability for 100% of families in possession and 100% of families on the waiting list by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will implement the following:

Post in conspicuous places such as bulletin boards, churches, grocery stores, department stores, civic and other organizations, aspects of equal opportunity and fair housing as provided by the SCPHA, distribute flyers about fair housing provided by our PHA, provide copies of fair housing literature to persons on the waiting list as well as those in possession, provide counseling to landlords about fair housing. Our implementation schedule is as follows:

Year 1: Distribute at least 250 flyers, counsel at least 25 landlords on fair housing

Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal by posting flyers of its fair housing status and by advertising in local newspapers.

Year 2: Distribute at least 250 flyers, counsel at least 25 landlords on fair housing

Progress Report: As of this submission, the St. Charles Parish Housing Authority has met this goal by posting flyers of its fair housing status and by advertising in local newspapers.

Year 3: Distribute at least 250 flyers, counsel at least 25 landlords on fair housing

Year 4: Distribute at least 250 flyers, counsel at least 25 landlords on fair housing

Year 5: Distribute at least 250 flyers, counsel at least 25 landlords on fair housing

Undertake affirmative measures to provide a suitable living environment for 100% of families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability by 09/30/04:

Undertake affirmative measures to ensure accessible housing to 100% of persons with all varieties of disabilities regardless of unit size required by 09/30/04: To accomplish this objective the St. Charles Parish Housing Authority will take affirmative steps to assure that persons with disabilities have access to housing. This will be accomplished by assuring that a minimum of 5% of our low rent units are in compliance with Section 504 of the American Disabilities Act, that where possible, units are equipped with devices for the visually and hearing impaired, and insuring that the office is equipped for accessibility, and pathways to the office provide a direct

path for easy access.

Year 1:

Progress Report: As of this report, the St. Charles Parish PHA has met this goal.

Year 2:

Progress Report: As of this report, the St. Charles Parish PHA has met this goal.

Year 3:

Year 4:

Year 5:

Other: (list below)

Annual PHA Plan
PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

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

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

The purpose of this Agency Plan is to provide guidance for the St. Charles Parish Housing Authority in promoting homes which are affordable to low-income families in safe and healthy environments, and thereby contributing to the supply of affordable housing for our fiscal years 2000 through 2004. Through implementation of this Agency Plan, the St. Charles Parish Housing Authority will be enabled to perform as a property and asset manager; have more flexible use of Federal assistance; be able to leverage and combine

assistance amounts with amounts obtained from other sources; facilitate mixed income communities and decrease concentrations of poverty; create incentives and economic opportunities for residents.

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

- A. Our PHA hired a local consulting firm to assist with the development of our plan. This firm assisted us in gathering all data required for the development of this plan and conducted a physical and management assessment of our agency.
- B. The consultants prepared a DRAFT of the plan and submitted to us for review and comment.
- C. We then submitted this DRAFT to our Board of Commissioners and Resident Advisory Board for review and comment. We also made available a copy for review in our office.
- D. We observed the 45 day waiting and comment period.
- E. We advertised for a public hearing by publishing in the local newspapers.
- F. We conducted the hearing and received no comments from the total public housing population and the general community.
- G. We finalized our plan.
- H. We obtained Board of Commissioner approval for submission to HUD.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

		<u>Page #</u>
Annual Plan		
i. Executive Summary	10	
ii. Table of Contents		12
1. Housing Needs	16	
2. Financial Resources		23
3. Policies on Eligibility, Selection and Admissions		24
4. Rent Determination Policies		33
5. Operations and Management Policies		38
6. Grievance Procedures		39
7. Capital Improvement Needs		48
8. Demolition and Disposition		55
9. Designation of Housing	56	
10. Conversions of Public Housing	57	
11. Homeownership	58	
12. Community Service Programs		60
13. Crime and Safety	62	
14. Pets		64
15. Civil Rights Certifications (included with PHA Plan Certifications)		64
16. Audit		64
17. Asset Management		65
18. Other Information	65	

Attachments

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

Required Attachments:

Attachments

Attachment A: Capital Fund Program Performance & Evaluation Report FY 2000 for 3/31/02	68
Attachment B: Capital Fund Program Performance & Evaluation Report FY 2001 for 3/31/02	71
Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement	
Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan	
Attachment C: Capital Fund Program Annual Statement FY 2002	74
Attachment D: Capital Fund Program Five	72
Attachment E: Resident Membership on Governing Board	78
Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
Attachment F: Resident Membership on Advisory Board	79
Attachment G: Deconcentration	80
Attachment H: Results of Voluntary Conversion Assessment	81
Other (List below, providing each attachment name)	

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents 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
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-ti-on
Income <= 30% of AMI	1,361	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,509	4	3	4	3	4	3
Income >50% but <80% of AMI	3,636	3	2	2	2	2	2
Elderly	3,134	4	4	4	4	4	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	31,638	1	1	2	2	1	2
Race/Ethnicity – Black	10,253	4	3	4	3	4	3
Race/Ethnicity – Native American	113	3	3	3	3	3	3
Race/Ethnicity – Asian	177	3	3	3	3	3	3
Race/Ethnicity – Hispanic	1,070	3	4	3	4	3	4

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

U.S. Census Bureau data for the 1990 census for St. Charles Parish and the City of Boutte.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	72		12
Extremely low income <=30% AMI	71	99%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	43	73%	
Elderly families	0	.02%	
Families with Disabilities			
Race/ethnicity –Black	67	90%	
Race/ethnicity – White	5	1%	
Race/ethnicity – Hispanic	2	1%	
Race/ethnicity – Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	39	54%	3
2 BR	24	33%	3
3 BR	7	10%	4
4 BR	2	3%	2

5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? No Yes If yes: Open for Low Rent, and closed for Section 8 How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

Housing Needs of Families on the Waiting List

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

Is the waiting list closed (select one)? No Yes
 If yes: Open for Low Rent, and closed for Section 8
 How long has it been closed (# of months)? 1
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
 No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$196,424	
b) Public Housing Capital Fund	222,171	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,742,154	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

		Modernization activities
3. Public Housing Dwelling Rental Income	151,640	Administrative expenses
4. Other income (list below)		
Interest	10,550	Investment
Other Income	7,290	Investment
4. Non-federal sources (list below)		
Total resources	2,330,229	PHA Operations

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

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

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

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

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

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

(2)Waiting List Organization

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

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

PHA main administrative office – 200 Boutte Estates Drive, P.O. Box 448 Boutte, LA 70039

PHA development site management office
Other (list below)

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

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

(3) Assignment

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In OHA circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If

“no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

and 30% of families with 80% median income will have first priority

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

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

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list)

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

SEE ATTACHMENT G

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Boutte, Hahnville, and Des Allemands complexes

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Boutte, Hahnville and Des Allemands complexes

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

St. Charles Parish Housing Authority

Page 25

Annual Plan

HUD 50075

Adoption or adjustment of ceiling rents for certain developments
Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

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

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
PHA main administrative office
Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Unit unavailability and medical reasons

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by

St. Charles Parish Housing Authority

HUD 50075

Page 28

Annual Plan

statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

Elderly and handicapped

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40.00 per month
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

St. Charles Parish Housing Authority

HUD 50075

Page 31

Annual Plan

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

An organization chart showing the PHA’s management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

The St. Charles Parish Housing Authority is a small-sized agency located in the Southeastern section of the State of Louisiana. It is located approximately 20 miles southeast of the City of New Orleans. The Housing Authority is governed by a five (5) member Board of Commissioners, who are appointed by the St. Charles Parish Council. Each Commissioner serves a two year term which is staggered for consistency in decision-making. The agency is managed by an Executive Director who is appointed by the Board, and provides overall supervision for daily activities. The Executive Director supervises one Clerk III, who serves as Office Manager; one Public Housing Program Manager, who administers 129 units of Low-rent public housing, and provides supervision to one Maintenance Master Repairer and two Maintenance Repairmen II. The low-rent units are described as follows: The Boutte Complex is comprised of 67 units; the Hahnville Complex is comprised of 50 units; and the Des Allemands Complex is comprised of 12 units. All sites are located within seven (7) miles of each other.

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	129	5% or 6
Section 8 Vouchers	305	5% or 15
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)		
---	--	--

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

PHA main administrative office – 200 Boutte Estates Drive, P.O. Box 448 Boutte, LA 70039
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

PHA main administrative office – 200 Boutte Estates Drive, P.O. Box 448 Boutte, LA 70039
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question

St. Charles Parish Housing Authority

HUD 50075

Page 34

Annual Plan

b for each grant, copying and completing as many times as necessary)
 b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development Total development

7. Timeline for activity:
 a. Actual or projected start date of activity:
 b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA’s Designation Plan Submitted, pending approval 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)	New Designation Plan 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

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component

11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No:

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No:

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, What was the date that agreement was signed?

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
Police provide crime data to housing authority staff for analysis and action
Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
Police regularly testify in and otherwise support eviction cases
Police regularly meet with the PHA management and residents
Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

- 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment
Provided below:
- 3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Candidate appointed by the Parish President.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: Office of Community Development, State of Louisiana, Division of Administration, P. O. Box 94095, State Capitol Annex, Baton Rouge, LA 70804-9095
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan

for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

Reduction of vacancy rate; improved management functions; provision of home buyer counseling; renovation of public housing; provision of supportive services for families, elderly and persons with disabilities; increased employment for persons living in public housing; deconcentration of poverty and provision of income mixing.

Other: (list below)

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

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

D. Other Information Required by HUD

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

Attachment A

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: St. Charles Parish Housing Authority		Grant Type and Number Capital Fund Program: LA48P09450100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
Original Annual Statement		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)			
Performance and Evaluation Report for Period Ending: 3/31/02		Final Performance and Evaluation Report			
Lin No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$.00	\$.00	\$.00	\$.00
3	1408 Management Improvements	\$.00	\$11,000.00	\$.00	\$.00
4	1410 Administration	\$ 1,500.00	\$ 1,500.00	\$ 78.12	\$ 78.12
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$25,587.00	\$25,587.00	\$ 25,587.00	\$20,363.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 87,312.00	\$.00	\$.00	\$.00
10	1460 Dwelling Structures	\$120,331.00	\$188,943.00	\$ 504.50	\$ 504.50
11	1465.1 Dwelling Equipment—Nonexpendable	\$.00	\$ 7,700.00	\$.00	\$.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$234,730.00	\$234,730.00	\$ 26,169.62	\$ 20,945.62
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

26	Collateralization Expense or Debt Service				
----	---	--	--	--	--

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

PHA Name: St. Charles Parish Housing Authority		Grant Type and Number Capital Fund Program #: LA48P09450100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Management Improvements –Staff Training	1408	1	0	11,000	0	0	Needed for staff training
	Delete A/E. Advertise for General Contractor, Capital Project Coordinator	1410	2	1,500	1,500	78.12	78.12	
	Delete A/E. Hire Capital Project Coordinator	1430	1	25,587	25,587	25,587	20,363	Coordinator retained
LA 94-1	Delete upgrade of water system	1450	1	87,312	0	0	0	Decreased with \$11,000 to 1408 & 76,312 to 1460
	Delete Installation of A/C units, provide for modernization of dwelling units as follows:	1460	1	120,331	196,643	504.50	504.50	Increased to renovate units
	REAC: Replace lavatory sinks: 7 @ \$75 = \$525 (76,94,55,243,241,263,268)							
	Replace doors & locks: 11 @ \$500 = \$5,500 (76,65,55,53,243,241,257,263, 268,208)							
	Repair shower/tub area: 5 @ \$500 = \$2,500 (70,81,55,241,268)							
	Replace GFI: 7 @ \$35 = \$245 (76,81,243,257,263,268,220)							
	Paint units: 9 @ \$500 = \$4,500 (76,88,65,55,53,243,241,257,268)							
	Repair holes @ walls & ceiling: 7 @\$100 = \$700 (88,55,209,243,257,263,268)							

Replace countertops: 6 @ \$400 & 1 @ \$1,200 = \$3,600 (88,65,53,243,257,263,268 w/cabinets)								
Replace floors: 4 @ \$600 = \$2,400 (94,257,263,268)								
Replace entry doors (65,53,268)								
Replace smoke detectors: 2 @ \$35 = \$70 (53,268)								
Remove trip hazards: 9 @ \$100 = \$900 (88,94,81,209,215,257,268,208)								
Treat for infestation: 5 @ \$200 = \$1,000 (209,241,257,263,268)								
Replace light fixtures: 4 @ \$75 = \$300 (241,257,263,268)								
Repair/replace leaking faucets: 4 @ \$75 = \$300 (6,53,263,268)								
Replace outlet/switch plates: 3 @ \$5 = \$15 (257,263,268)								
Repair expose wires: 3 @ \$150 = \$450 (257,263,268) Total REAC: \$23,005								
NON-REAC: Replace roofs at Des Allemands complex: 12 @ \$1,400 = \$16,800								
Replace door hardware @ 90% of doors @ 812 doors @ \$25 each = \$20,300								
Weatherstrip 100% exterior doors @ 258 doors @ \$50 each = \$12,900								
Repair and paint 90% damaged exterior doors @ 232 doors @ \$100 each = \$23,200								
Replace kitchen cabinets & countertops w/assemblies @ 19 units @ \$1,300 each = \$22,800								
Repair/replace lavatories @ 40 units @ \$75 each = \$3,000								
Repair/replace tub faucets with assemblies @ 40 units @ \$75 each = \$3,000								
Replace heater/vent lights @ 45 units @ \$200 each = \$9,000								

	Repair holes at walls @ 20 units @ \$100 each = \$2,000							
	Replace floor tile @ 10 units @ \$600 each = \$6,000							
	Install security windows & screens @ 45 units @ \$1,050 per unit = \$46,938 Total NON-REAC: \$165,938 Total 1460: \$188,943							
	REAC: Replace defective stoves (6,70,88,94,53,241,257,208) @ \$350 each NON-REAC: Replace defective stoves @ 14 units @ \$350 each	1465	8	0	7,700	7,700	0	
	TOTAL		14	234,730	234,730	28,645.62	20,945.62	

Attachment B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: 3/31/02 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$0	\$23,000	\$0	\$0
3	1408 Management Improvements	\$0	\$10,000	\$0	\$0
4	1410 Administration	\$500	\$500	\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,456	\$25,456	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$61,200	\$28,200		
10	1460 Dwelling Structures	\$152,272	\$152,272	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$239,428	\$239,428	\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				

26	Amount of line 21 Related to Energy Conservation Measures				
----	---	--	--	--	--

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

PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

HA-Wide Operations 1406 1 \$0 \$23,000 \$0 \$0 Needed for operations HA-Wide Management Improvements 1408 1 \$0 \$10,000 \$0 \$0 Staff Training HA-Wide Advertise for Project Coordinator & Contractor 1410 2 \$500 \$500 \$0 \$0 HA-Wide Hire Project Coordinator 1430 1 \$25,456 \$25,456 \$0 \$0 LA-094 Upgrade water system 1450 1 \$61,200 \$28,200 \$0 \$0 Delete water system – Add sidewalks and curbs LA-094 Renovate units as follows: 1460 1 \$152,272 \$152,272 \$0 \$0 Replace lavatories at 40 units @ \$75 each = \$3,000 Repair tub/shower area @ 40 units @ \$500 each = \$20,000 Replace GFI outlets @ 50 units @ \$35 each = \$1,750 Paint 25 units @ \$600 each = \$15,000 LA 094 Replace kitchen cabinets @ 40 units @ \$1,200 each = \$48,000 Replace floor tile @ 40 units @ \$600 each = \$24,000 Replace smoke detectors @ 40 units @ \$35 each = \$1,400 Replace heater vent lights @ 40 units @ \$191 each = \$7,622 Replace windows and screens @ 40 units @ \$1,050 each = \$31,500
TOTAL 239,428 \$239,428 \$0 \$0

Attachment C

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$22,000			
3	1408 Management Improvements	\$10,000			
4	1410 Administration	\$500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$22,217			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$28,200			
10	1460 Dwelling Structures	\$139,254			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$222,171			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

HA-Wide Operations 1406 1 \$22,000 HA-Wide Management Improvements: Staff Training 1408 1 \$10,000 HA-Wide Advertise for Project Coordinator & Contractor 1410 2 \$500 HA-Wide Hire Project Coordinator 1430 1 \$22,217 LA-094 Walkways & Curbs @ \$28,200 1450 1 \$28,200 LA-094 Renovate units as follows: 1460 1 \$139,254 Replace lavatories at 33 units @ \$75 each = \$2,475 Repair tub/shower area @ 33 units @ \$450 each = \$14,850 Replace GFI outlets @ 33 units @ \$35 each = \$1,155 Paint 33 units @ \$600 each = \$19,800 LA 094 Replace kitchen cabinets @ 33 units @ \$1,200 each = \$39,600 Replace floor tile @ 33 units @ \$575 each = \$18,975 Replace smoke detectors @ 33 units @ \$35 each = \$1,155 Replace heater vent lights @ 33 units @ \$198 each = \$6,594 Replace windows and screens @ 33 units @ \$1,050 each = \$34,650 TOTAL 239,428 \$239,428 \$0 \$0

Attachment D

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name St. Charles Parish		Original 5-Year Plan			
		Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHA FY: 10/2001	Work Statement for Year 3 FFY Grant: 2002 PHA FY: 10/2002	Work Statement for Year 4 FFY Grant: 2003 PHA FY: 10/2003	Work Statement for Year 5 FFY Grant: 2004 PHA FY: 10/2004
	Annual Statement				
		Operations @ \$23,000	Operations @ \$22,000	Operations @ \$22,000	Operations @ \$22,000
		Management Improvements @ \$10,000			
		Administration @ \$500	Administration @ \$500	Administration @ \$500	Administration @ \$500
		Fees and Costs @ \$25,456	Fees and Costs @ \$22,217	Fees and Costs @ \$22,217	Fees and Costs @ \$22,217
		Site Improvements @ \$28,200			
		Dwelling Structures @ \$152,272	Dwelling Structures @ \$139,254	Dwelling Structures @ \$139,254	Dwelling Structures @ \$139,254
CFP Funds Listed for 5-year planning		\$239,428	\$222,171	\$222,171	\$222,171
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2001 PHA FY: 10/2001			Activities for Year: <u>3</u> FFY Grant: 2002 PHA FY:10/2002		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	LA 094	Replace Lavatories	\$3,000	LA 094	Replace lavatories	\$2,475
Annual Statement		Repair tub/shower area	\$20,000		Repair tub/shower area	\$14,850
	LA 094	Replace GFI outlets	\$1,750		Replace GFI Outlets	\$1,155
		Paint units	\$15,000		Paint units	\$19,800
		Replace kitchen cabinets	\$48,000		Kitchen cabinets	\$39,600
		Replace floor tile	\$24,000		Replace floor tile	\$18,975
		Replace smoke detectors	\$1,400		Replace smoke detectors	\$1,155
		Replace heater vent lights	\$7,622		Replace heater vent lights	\$6,594
		Replace windows and screens	\$31,500		Replace windows and screens	\$34,650
Total CFP Estimated Cost			\$152,272			\$139,254

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2003 PHA FY: 10/2003			Activities for Year: <u>5</u> FFY Grant: 2004 PHA FY: 10/2004		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
LA 094	Replace kitchen cabinets	\$26,400	LA 094	Landscape	\$5,000
	Replace floor tile	\$24,691		Replace play equipment	\$79,254

	Replace smoke detectors	\$2,800	LA 094	Provide for Community room construction/computer learning center, purchase computers & software	\$50,000
	Replace heater vent lights	\$9,200		Install speed bumps	\$5,000
	Replace windows and screens	\$44,941			
	Install bus shelters	31,222			
Total CFP Estimated Cost		\$139,254			\$139,254

Required Attachment E
Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
 - A. Name of resident member(s) on the governing board:
Seven Champagne
 - B. How was the resident board member selected: (select one)?
Elected
Appointed
 - C. The term of appointment is (include the date term expires): 2001 through 2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
Other (explain):.

- B. Date of next term expiration of a governing board member: 2004

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

Required Attachment F
Membership of the Resident Advisory Board or Boards

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

Iola Mitchell – Resident Commissioner
P.O. Box 269
Hahnville, LA 70057

Seven Champagne – Resident Commissioner & Chairman
P.O. Box 134
Hahnville, LA 70057

Lucy Mitt – Section 8 Resident
P.O. Box 803
Hahnville, LA 70057

Charles Taylor – Resident & Maintenance Repairman
P.O. Box 1364
Boutte, LA 70039

Bernice White – Resident
P.O. Box 883
Hahnville, LA 70057

LaSandra Morris – Resident
P.O. Box 1545
Lulling, LA 70070

Required Attachment G
Deconcentration Policy for Covered Developments

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

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

ATTACHMENT H
COMPONENT 10 (b) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?
The St. Charles Parish Housing Authority has 1 development (3 complexes within that 1 development) which is subject to the Initial Assessments.
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments are not general occupancy projects)?
The St. Charles Parish Housing Authority has no development not subject to the Required Initial Assessments.
- c. How many Assessments were conducted for the PHA’s covered developments?
The St. Charles Parish Housing Authority conducted 1 assessment for it’s 1 covered development.
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:
None of the PHA developments are considered appropriate for conversion based on the Required Initial Assessments.

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.
The St. Charles Parish Housing Authority has completed the Required Initial Assessments.