

# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Housing Authority of East Baton Rouge Parish

**PHANumber:** LA003

**PHAFiscalYearBeginning:** 10/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
 [24CFRPart903.5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide and promote affordable housing in an environment offering an enhanced quality of life, while taking a holistic approach in stabilizing and preparing families for opportunities that will meet their socio -economic needs, moving toward self - sufficiency and ultimately home ownership.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: 5 -10%
  - 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: (PHA Score) 90+
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate one effort to improve specific management functions: 97% rents collected; decrease vacancies by 5 -10%; 100% inspection of units/buildings; and 98 -100% Section 8 Lease Up/Utilization.

- Renovate or modernize public housing units: Minimum of 1 development every 2 years
- Demolish or dispose of obsolete public housing: HOPEVI
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: Landlord Workshops – 2 per year.  
Quarterly Publications.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: Physical Improvements; and Law Enforcement.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: Stringent Tenant Screening; strict enforcement of occupancy and “one strike” policies; and strict enforcement of Leases.

**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:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: MOA with community-based organizations.

**Other PHA Goals and Objectives: (list below)**

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
[24CFRPart903 .7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionary policiesthePHAhasincludedintheAnnualPlan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration **la003a01**
- FY2002 Capital Fund Program Annual Statement **la003b01**
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart **la003c01**
- FY2002 Capital Fund Program 5 Year Action Plan **la003d01**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **la003e01**
- Other: Narrative on progress in meeting goals. **la003f01**  
Community Service Plan **la003g01**

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	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 jurisdictionsto implement any of the jurisdictions'	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/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 certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	year	
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Attachment	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
X	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	12216	5	5	5	NA	5	NA
Income > 30% but ≤ 50% of AMI	8195	5	5	5	NA	5	NA
Income > 50% but < 80% of AMI	9988	3	3	3	NA	3	NA
Elderly	1209	5	5	5	NA	5	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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)

## 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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	827		180
Extremely low income <= 30% AMI	799	96.61	
Very low income (> 30% but <= 50% AMI)	26	3.14	
Low income (> 50% but < 80% AMI)	2	.25	
Families with children	817	98.79	
Elderly families	10	1.20	
Families with Disabilities	52	6.28	
Race/ethnicity (African American)	825	99.75	
Race/ethnicity (Caucasian)	2	.25	
Race/ethnicity (hispanic)			
Race/ethnicity (oriental)			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? (closed since July, 1999) Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant -based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1240		7%
Extremely low income <=30% AMI	Not Available		
Very low income (>30% but <=50% AMI)	Not Available		
Low income (>50% but <80% AMI)	Not Available		
Families with children	654	51%	
Elderly families	93	7%	
Families with Disabilities	463	36%	
Race/ethnicity (Black)	1275	99%	
Race/ethnicity (White)	15	1%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity	_____	_____	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	768	60%	7%
2BR	365	28%	4%
3BR	136	11%	15%
4BR	47	4%	6%
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? January 2002 (Previously closed 20 months. Open November 2001 - December 2001)			
Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Elderly/Disabled			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

##### **Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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)  
Landlord Briefings (Semi -annual)

**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) Apply earned income disregard rule.

**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

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)Mentoring

FSS

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevouch erstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthemodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purpose voucherstargetedtofamilieswithdisabilities, shouldtheybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
- Other:MOAwithVolunteersofAmerica,FriendsofFamiliesand ResourcesforIndependentLiving

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionate housingneeds
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: Provide brochures on fair housing, and provide information on local fair housing agency.

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	2,183,840	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Public Housing Capital Fund	2,065,084	Operations, Capitol Improvements, Public Housing Security
c) HOPEVI Revitalization	18.5M	
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	13,236,970	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants	25,370	Elderly/Disabled Supportive Services
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund		Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,381,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Late Fees	24,000	Public Housing Operations
Investments	6,000	Public Housing Operations
<b>4. Non -federal sources (list below)</b>		
Lease Payments	3,000	Public Housing Operations
<b>5. Laundry Operations</b>	32,000	Public Housing Operations/Public Housing Supportive Services
<b>6. Department of Education</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources		

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

##### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: Elderly/Disabled at time of application.

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: Prior landlord references.

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
- PHA development site management office
- Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year?

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

3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

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

\*[all combined transfers shall not exceed 20% of available units]

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s): Elderly/Disabled and near elderly.

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

#### Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 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
- 2 Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s): Elderly; disabled; and near elderly.

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: Resident handbook; and housekeeping guidebook.

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

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

**(6) Deconcentration and Income Mixing**

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:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

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

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

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: Previous landlord/tenant information in file.

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant 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: Office of community development.
- b. Where may interested persons apply for admission to section 8 tenant 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: Unable to find suitable unit (proven), or medical reasons. A tracking form is used to document all search efforts.

**(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): Elderly/Disabled

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

Date and Time

Former Federal preferences

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

Homelessness  
Highrentburden

Other preferences (select all that apply)

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

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

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

5. If the PHA 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 ensure that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

Through published notices

Other (list below)

Partnering agencies market their programs; PHA Referrals based on need.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

3. If yes to question 2, list these policies below :  
Temporary (90 -day) relief included in ACOP.

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:

Tenant option: Flat rent  
Ceiling Rents

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)

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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy ( family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase: (Per applicable regulations)
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below) Anytime family experiences an increase, if previously reported a decrease in same year.

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)

- A 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 repayment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

90-day suspension

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**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	1153	238(20%)
Section 8 Vouchers	2302	115(5%)
Section 8 Certificates		
Section 8 Mod Rehab	24	4(16%)
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs (list individually)		
ROSS	427	96(22%)

**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)  
ACOP, TSAP, Maintenance Plan, Pet Policy.

(2) Section 8 Management: (list below)  
Section 8 Administrative Plan.

**6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant -Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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 elected, copy the CFP Annual Statement from the Table Library and insert there)

**(2) Optional 5 -Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as 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)

## **B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name: Oklahoma St. & East Blvd.

2. Development (project) number: LA003004

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 HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

LA003004 - As part of HOPEVI Revitalization Plan

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: East Boulevard/Oklahoma Street	
1b. Development (project) number: LA48P0 03004	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: 09/03 <span style="float: right;">Part of HOPEVI</span>	
5. Number of units affected: 171	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 <span style="float: right;">Pending HUD Plan approval</span> b. Projected end date of activity:	

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>          (DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
--

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD 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 as 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.

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

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**  
 [24CFR Part 903.79(k)]

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

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA - established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self -sufficiency Programs**

[24CFR part 903.79(1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/27/99

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Family Self-Sufficiency Initiative (FamSI)</b> Program with three satellite offices at designated Housing Developments	150 Adult Residents	Community Outreach to Housing Authority Family Sites	Housing Developments: Roosevelt Terrace Clarksdale Wood Plaza Providers: Goodwill Industries Literacy Works	Public Housing Residents

<b>Home Instruction for Preschool Youngsters (HIPPY)</b> HIPPY Program in East Baton Rouge School System serves families of 3, 4, & 5 year-old children with a national based parental involvement curriculum.	350 Families	Community Outreach	Turner Plaza	Both
<b>BRECSeniors Program</b> Makes available social activities for the Elderly and Disabled Population	300 Elderly and Disabled Seniors	Community Outreach Elderly and Disabled Housing Developments	Housing Developments: Turner Plaza Colonial Courts Sharlo Terrace	Public Housing
<b>Resident Leadership Training</b>	30-50 Adult Residents	Community Outreach	Housing Authority Central Office	Both
<b>EBRPHA sponsored Employment Fairs</b>	150 Adults	Community Outreach	Housing Authority Central Office	Both

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2002 Estimate)	Actual Number of Participants (As of: 03 -31-03)
Public Housing	0	13
Section 8	50	50

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

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24CFR 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 area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA 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 anti crime/anti drug programs
- Other (describe below)

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

All

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

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

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

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

All

**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)

All

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17. PHA Asset Management**

[24CFR Part 903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: Energy Audit; Contract UPCS Inspections.

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 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment (Filename)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

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: (provide name here)

City of Baton Rouge, Parish of East Baton Rouge

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

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

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

**D. Other Information Required by HUD**

Narrative on Missions and Goals is included as Attachment la003f01.

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



## **Admissions Policy for Deconcentration**

The HA will determine the average household income in all such development combined and define higher -income families as those with incomes over this average, higher -income developments and buildings as those where the average family income is over this average, lower-income families as those with incomes under this average and lower -income developments and buildings as those where the average family income is under this average:

In order to achieve the HA's goal of deconcentration of poverty and income mixing, the HA will from time to time skip certain families on the waiting list to reach families with a higher or lower income as needed to further these goals. Such skipping will be applied uniformly.

The HA will make an offer to the next eligible family with the appropriate income needed to further the deconcentration of poverty and income mixing goals in accordance with agency policies.

## Deconcentration Analysis

<b>Development</b>	<b>Dev. Name</b>	<b>No. of Units</b>	<b>Development Type</b>
LA003001	MonteSano	72	
LA003002	Clarksdale	47	
LA003004	DuaneStreet	29	
LA003004	EastBoulevard	76	
LA003004	OklahomaSt.	95	
LA003005	TurnerPlaza		Elderly/disabled
LA003006	Ardenwood	93	
LA003007	HospitalPlaza	95	
LA003009	WoodPlaza	50	
LA003010	ColonialCourts		Elderly/disabled
LA003011	ZionTerrace	98	
LA003012	Roosevelt	50	
LA003013	CapitalSquare	50	
LA003014	ScotlandVilla	42	
LA003015	SharloTerrace		Elderly/disabled

## CAPITALFUNDPROGRAMTABLESSTARTHERE

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
PHAName:HousingAuthorityofEBRP		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P00350101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 2)					
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding:3/31/03 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	220,000	220,000	220,000	220,000
3	1408ManagementImprovements	147,200	161,067	161,067	161,067
4	1410Administration	60,600	60,876	60,876	60,876
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	105,000	105,000	105,000	79,632
8	1440SiteAcquisition				
9	1450SiteImprovement	75,000	119,079	101,636	2,886
10	1460DwellingStructures	1,475,898	1,424,169	1,213,824	1,043,353
11	1465.1DwellingEquipment —Nonexpendable	46,000	42,071	42,071	42,071
12	1470NondwellingStructures				
13	1475NondwellingEquipment	72,576	70,012	70,012	68,587
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollateralizationorDebtService				

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

<b>PHAName:HousingAuthorityofEBRP</b>	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: LA48P00350101 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 2001
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OriginalAnnualStatement  ReserveforDisasters/Emergencies  RevisedAnnualStatement(revisionno: 2)  
 PerformanceandEvaluationReportforPeriodEnding:3/31/03  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 -20)	2,202,274	2,202,274	1,974,486	1,678,472
22	Amountofline21RelatedtoLBPActivities				
23	Amountofline21RelatedtoSection504compliance				
24	Amountofline21RelatedtoSecurity -SoftCosts	111,200	129,360	129,360	129,360
25	AmountofLine21RelatedtoSecurity - HardCosts				
26	Amountofline21RelatedtoEnergyConservationMeasures				

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHAName: Housing Authority of EBRP			Grant Type and Number Capital Fund Program Grant No: LA003 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	
LA003002	HVAC	1460	47 units	119,000	188,217	188,217	169,497	Under construction
	Exterior Painting	1460	26 Bldgs/Pipe Barriers	50,600	0	0	0	Moved to Yr 2004-5yr Plan
LA003005	Balconies/Stairwells	1460	16 bldgs	259,022	258,990	258,990	258,990	Complete
	Asbestos Removal	1460	40 units	20,000	0	0	0	Deleted
LA003006	Replace Roofing	1460	13 Bldgs	200,000	160,000	149,655	0	Under construction
LA003010	HVAC	1460	100 units	0	0	0	0	Cost Estimate exceeds funding-deferred
LA003007	Exterior Painting/trim, doors	1460	8 bldg/95 units	0	0	0	0	FA-Defer
	Interior Electrical; meters, panels	1460	100	80,000	0	0	0	Postponed until modernization
	Stairwells	1460	3	5,000	3,227	3,227	3,227	FA
LA003011	Replace underground sewer lines	1450		75,000	119,079	101,636	2,886	Under construction
LA003012	Repair bathroom plumbing/flooring	1460	50 units	75,000	0	0	0	Completing under Maint.
	Replace heating units	1460	50 units	75,000	0	0	0	Moved to yr. 2004-5yr Plan
	Interior Electrical; meters, panels & transformers	1460	50 units	45,000	200,000	0	0	Accepting bids in May
LA003014	Modernization Completion	1460	42 units	555,000	545,947	545,947	543,851	Complete

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHAName: Housing Authority of EBRP			Grant Type and Number Capital Fund Program Grant No: LA003 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	
LA003002,9,11	Foundations	1460	8 units	24,650	24,650	24,650	24,650	Complete
LA003009	Exterior Painting/Vinyl Siding	1460		42,626	43,138	43,138	43,138	Complete-FA
PHA-Wide	Policing	1408		111,200	129,360	129,360	129,360	
	Community Service Compliance Officer	1408		28,800	0	0	0	
	Resident Initiatives Coordinator	1408		28,800	31,707	31,707	31,707	
	Modernization Coordinator 100%	1410		40,800	12,276	12,276	12,276	
	Dir. Of Technical Services 33%	1410		19,800	48,600	48,600	48,600	
	A&E Fees	1430		105,000	105,000	105,000	79,632	
	Appliances; refrigerators/stoves	1465		93,874	42,071	42,071	42,071	
	Automobiles	1475		56,000	44,017	44,017	44,017	
	Water blaster	1475		17,000	0	0	0	
	Dump Truck	1475		0	25,995	25,995	24,570	
	Operations	1406		220,000	220,000	220,000	220,000	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of EBRP		Grant Type and Number Capital Fund Program No: LA003 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
LA003002	09-2002	09-2002	09-2002	03-2003	06-2003		Added change order to install new heater units.
LA003005	06-2002	12-2001	12-2001	12-2002	12-2002	12-2002	
LA003006	12-2002	03-2003	03-2003	06-2003	12-2003		Grouped with roofing projects in FFY grant 2002.
LA003007	09-2002		09-2002	03-2003	12-2002	12-2002	Force Account
LA003010	09-2002			03-2003			Deferred to modernization.
LA003011	12-2002	03-2003	03-2003	03-2003	09-2003		Scope of work revised.
LA003012	09-2002	09-2003		06-2003	03-2004		Scope of work revised.
LA003014	12-2001	12-2001	12-2001	06-2002	06-2002	06-2002	
PHA-Wide	03-2002			12-2002			

## CAPITALFUNDPROGRAMTABLESSTARTHERE

<b>AnnualStatement/Perform anceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
PHAName:HousingAuthorityofEBRP		GrantTypeandNumber CapitalFundProgramGrantNo:LA48P00350102 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2002
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 1) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding3 -31-03 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	200,000	200,000	200,000	150,000
3	1408ManagementImprovements	303,200	303,200	303,200	81,618
4	1410Administration	64,800	64,800	64,800	41,860
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	84,000	184,366	184,366	
8	1440SiteAcquisition				
9	1450SiteImprovement	320,000	200,000		
10	1460DwellingStructures	1,028,084	1,047,718	126,443	
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	65,000			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				

<b>AnnualStatement/Perform anceandEvaluationReport</b> <b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>						
PHAName:HousingAuthorityofEBRP		GrantTypeandNumber CapitalFundProgramGrantNo:LA48P00350102 ReplacementHousingFactorGrantNo:			FederalFYofGrant: <b>2002</b>	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: 1) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding3 -31-03 <input type="checkbox"/> FinalPerformanceandEvaluationReport						
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost		
		Original	Revised	Obligated	Expended	
21	AmountofAnnualGrant:(sumoflines2 -20)	2,065,084	2,065,084	768,809	273,478	
22	Amountofline21RelatedtoLBPActivities					
23	Amountofline21RelatedtoSection504compliance					
24	Amountofline21RelatedtoSecurity -SoftCosts	163,200				
25	AmountofLine21RelatedtoSecurity - HardCosts					
26	Amountofline21RelatedtoEnergyConservationMeasures	20,000				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of EBRP			Grant Type and Number Capital Fund Program Grant No: 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	
PHA-Wide	Operations	1406		200,000	200,000	200,000	150,000	
	RICoordinator	1408		30,000	30,000	30,000	10,325	
	Community Service Coordinator	1408		30,000	30,000			
	Asset Management Assessment	1408		25,000	25,000			
	Energy Audit	1408		20,000	20,000			
	Upgrade Software	1408		35,000	35,000			
	Policing; 150hrs. perwk.	1408		163,200	163,200	163,200	71,293	
	Dir. Of Technical Services; 25%	1410		16,800	16,800	16,800	15,107	
	Modernization Coordinator	1410		48,000	48,000	48,000	26,753	
	Upgrade Computer Hardware	1475		65,000	65,000			
	A&E Fees	1430		84,000	184,366	184,366		In Progress
LA3-7; Hospital Plaza	Replace Sewer Lines	1450		120,000	0			Project deleted.
LA3-9; Wood Plaza	HVAC	1460	50 units	130,000	250,000			Will award contract in May, 2003
LA3-11; Zion	Replace Roofing	1460	25 Bldgs	180,000	30,000	24,000		Under construction
LA3-12; Roosevelt	Replace Roofing	1460	9 Bldgs	95,000	110,000	102,443		Under construction

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of EBRP			Grant Type and Number Capital Fund Program Grant No: 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	
LA3-13; Capital Square	Modernization; Phase I Site Work - Underground Utilities, Drainage, Lighting, Landscaping	1450	50 Units	200,000	219,634			Preparing bid package.
	Modernization; Dwelling Structures - interior plumbing/electrical, bathrooms, kitchens, sheetrock, painting, flooring, roofing, etc.	1460	50 units	623,084	638,084			Preparing bid package.

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of EBRP			<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No:			<b>Federal FY of Grant:</b> 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	09-2003			03-2004			
LA003007	03-2003			09-2003			Project deleted.
LA003009	03-2003	06-2003		06-2003	12-2003		Change in design required.
LA003011	06-2003	03-2003	03-2003	03-2004	12-2003		Grouped with roofing project in FFY grant 2001.
LA003012	06-2003	03-2003	03-2003	03-2004	12-2003		Grouped with roofing project in FFY grant 2001.
LA003013	09-2003	09-2003		03-2004	03-2004		

**CAPITALFUNDPROGRAMTABLESSTARTHERE**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)</b>				<b>Part1:Summary</b>	
PHAName:HousingAuthorityofEBRP		GrantTypeandNumber CapitalFundProgramGrantNo: ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2003	
<input checked="" type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:      ) <input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: <input type="checkbox"/> FinalPerformance andEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	200,000			
3	1408ManagementImprovementsSoftCosts	248,325			
	ManagementImprovementsHardCosts				
4	1410Administration	72,575			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	120,000			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	1,134,900			
11	1465.1DwellingEquipment —Nonexpendable	62,500			
12	1470NondwellingStructures	161,784			
13	1475NondwellingEquipment	45,000			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts	20,000			
18	1499DevelopmentActivities				
19	1502Contingency				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)      Part 1: Summary</b>					
PHAName: Housing Authority of EBRP		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2003</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines...2 -19.)	2,065,084			
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				
	Collateralization Expenses or Debt Service				

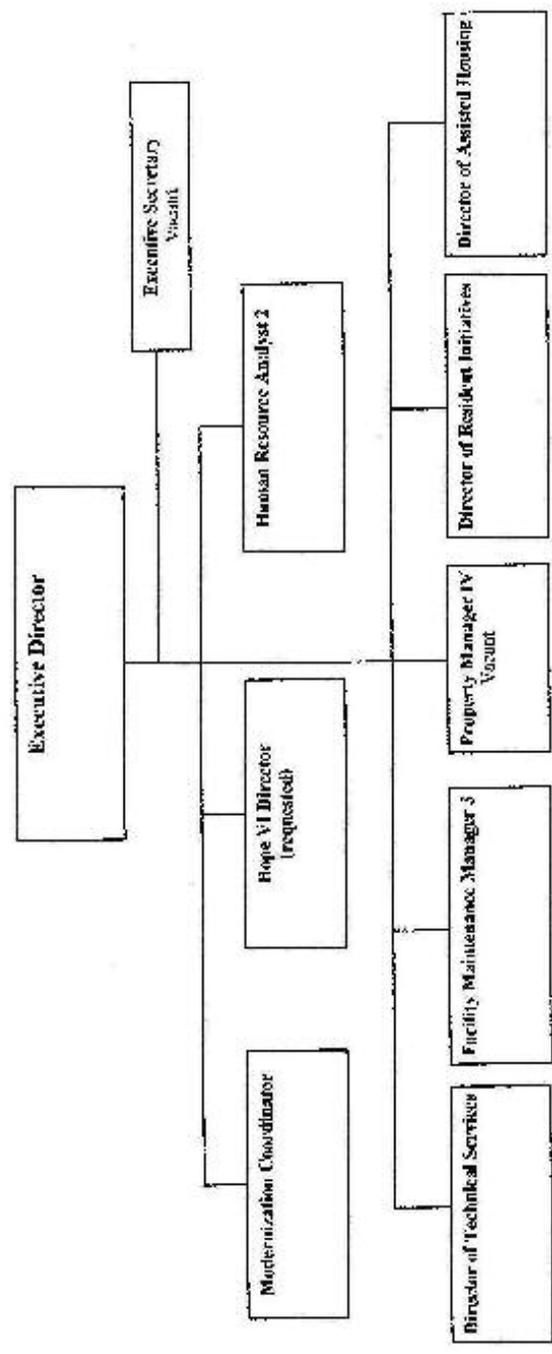
<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
PHA Name: Housing Authority of EBRP			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
LA003013	Modernization phase II, Dwelling structures - plumbing, electrical, HVAC, kitchens, roofing, flooring, painting		1460	50 units	1,134,900				
	Community/office building		1470	1	161,784				
PHA-Wide	Operations		1406		200,000				
	Policing (200 hrs. per wk. for 12 mos.)		1408		215,200				
	Resident Initiatives Coordinator		1408		33,125				
	Administration		1410		72,575				
	A&E Fees		1430		120,000				
	Appliances: refrigerators/stoves		1465		62,500				
	Vehicles		1475	3	45,000				
	Relocation costs		1495		20,000				



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**BATON ROUGE HOUSING AUTHORITY**

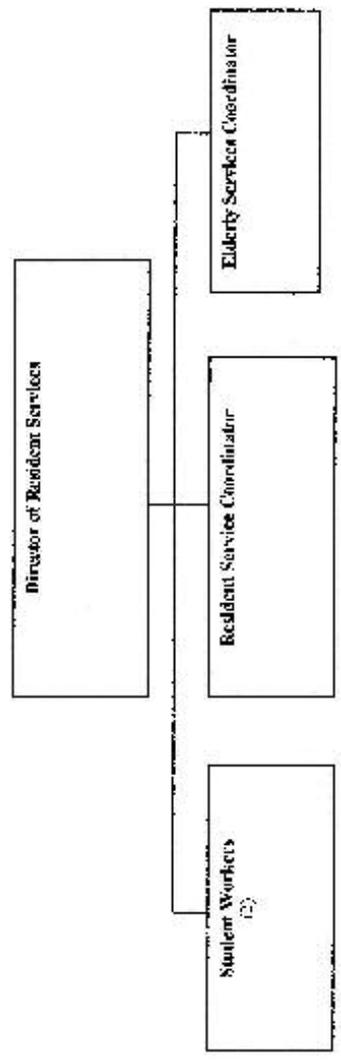
**EXECUTIVE OFFICE**





**BATON ROUGE HOUSING AUTHORITY**

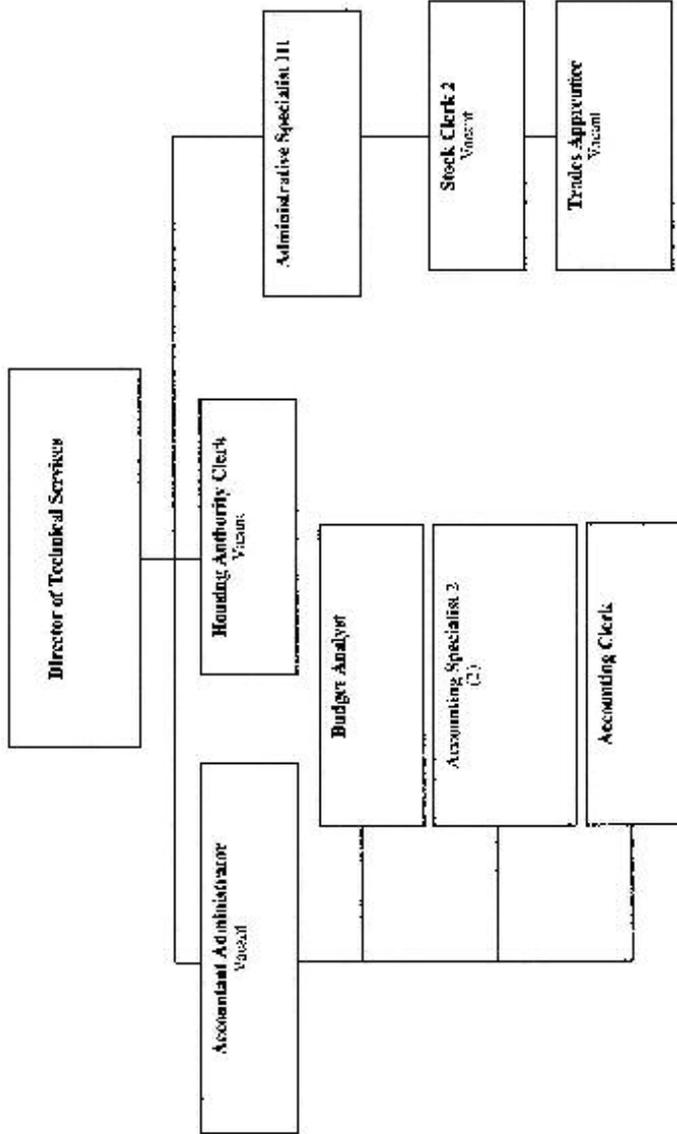
**RESIDENT INITIATIVES**



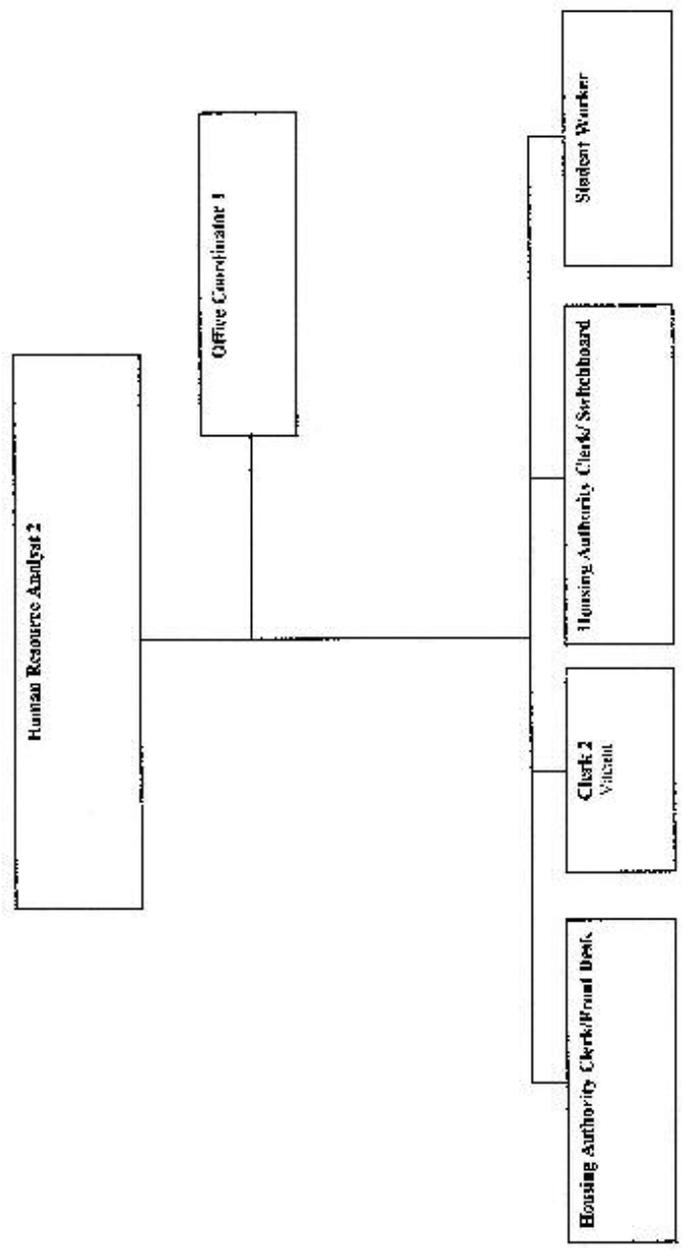


# BAYON ROUGE HOUSING AUTHORITY

## TECHNICAL SERVICES

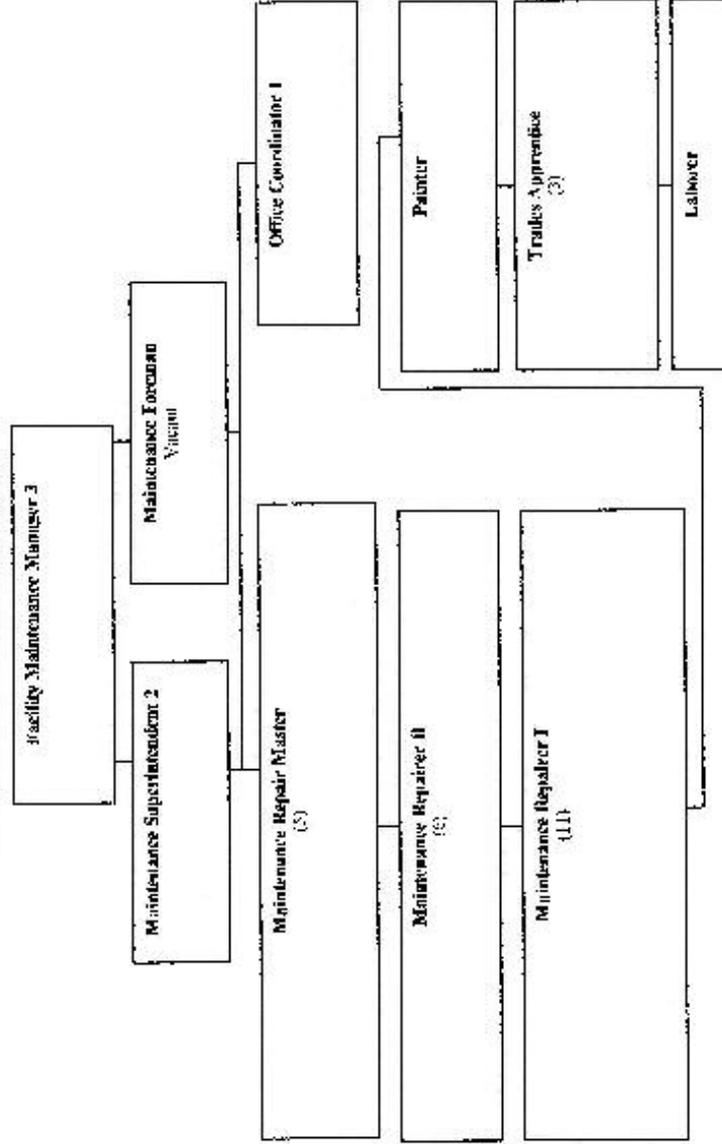


**ADMINISTRATIVE SERVICES**



**BATON ROUGE HOUSING AUTHORITY**

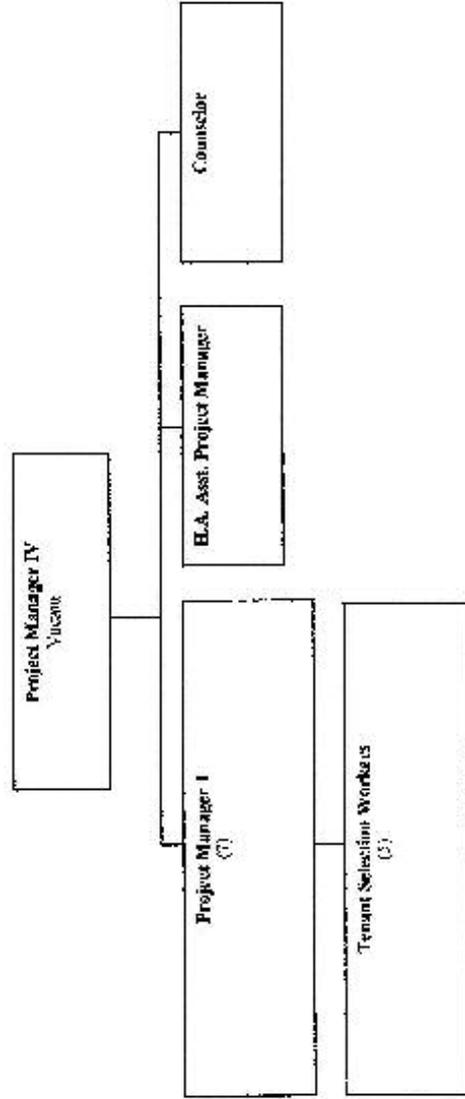
**MAINTENANCE**



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# BATON ROUGE HOUSING AUTHORITY

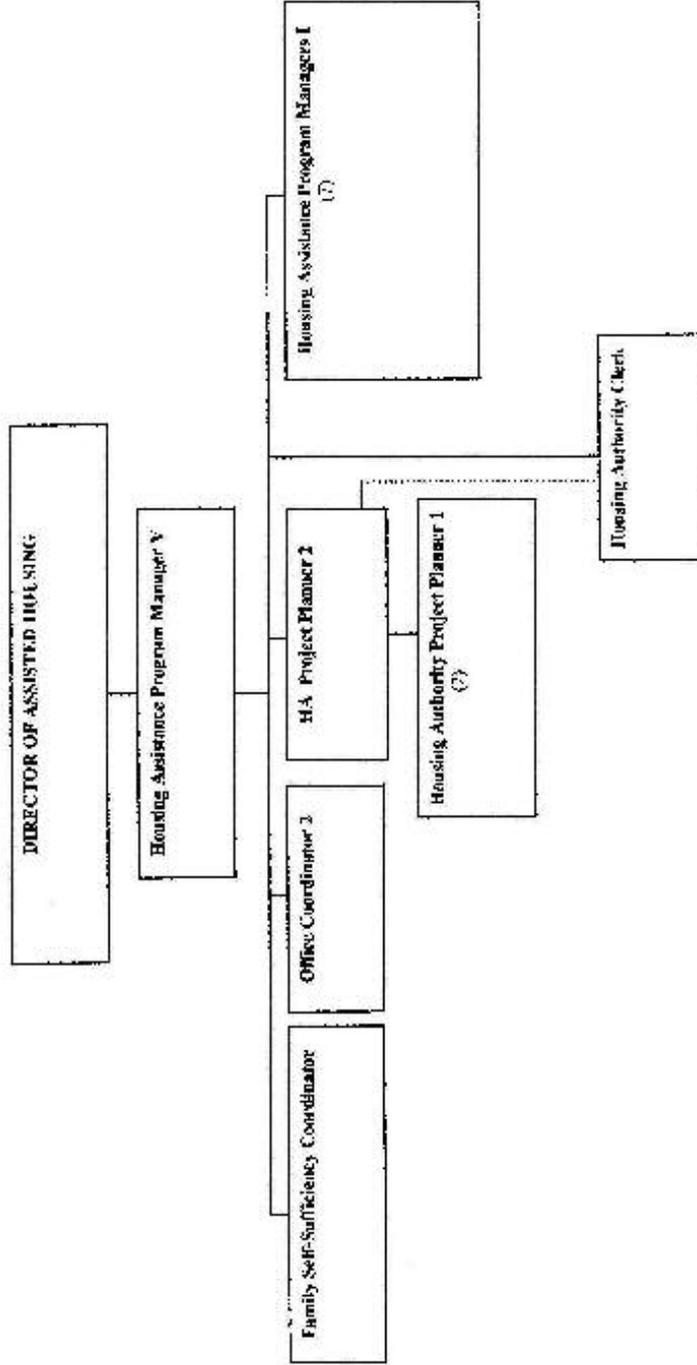
## Public Housing





BATON ROUGE HOUSING AUTHORITY

**HOUSING CHOICE VOUCHER**



## CapitalFundProgramFive -YearActionPlan

### PartI:Summary

PHANameHousing AuthorityofEBRP		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/H A-Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:2005	WorkStatementforYear3 FFYGrant:2005 PHAFY:2006	WorkStatementforYear4 FFYGrant:2006 PHAFY:2007	WorkStatementforYear5 FFYGrant:2007 PHAFY:2008
LA003001 MonteSano		40,000			150,000
LA003002 Clarksdale		50,000			100,000
LA003004;East Blvd./Oklahoma		500,000			
LA003008 KellyTerrace		150,000			275,000
LA003009 WoodPlaza		95,000			
LA003010; ColonialCourts		220,000	1,515,084	1,515,084	990,084
LA003012 RooseveltTerrace		260,000			
PHA-Wide		750,084	550,000	550,000	550,000
CFPFundsListed for5 -year planning		2,065,084	2,065,084	2,065,084	2,065,084
Replacement HousingFactor Funds					

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:_ <u>2</u> FFYGrant:2004 PHAFY:2005			ActivitiesforYear:_ <u>3</u> FFYGrant:2005 PHAFY:2006		
	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCo st</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>
See	PHA-Wide	Operations	244,184	PHA-Wide	Operations	100,000
Annual		Policing	165,000		Policing	150,000
Statement		RICCoordinator	32,500		RICCoordinator	32,500
		CommunitySvc Coordinator	32,500		CommunitySvc Coordinator	32,500
		HomeOwnershipProgram	25,000		HomeOwnershipProgram	25,000
		ModernizationCoordinator	52,000		ModernizationCoordinator	52,000
		Dir. TechnicalSvc	21,900		A&EFees	110,000
		A&EFees	105,000		Equipment	38,000
	LA003001 MonteSano	Ext.Painting	40,000	LA003010 ColonialCourts	PHASEIIModernization 100units	1,515,084
	LA003002,Clarksdale	Ext.Painting	50,000		Relocation	10,000
	LA003004 Oklahoma/EastBlvd	HOPEVI Development	500,000			
	LA003008,Kelly	ElectricalUpgrade	150,000			
	LA003009 WoodPlaza	Roofing	95,000			
	LA003010 ColonialCourts	PHASEI Modernization100units	220,000			
	LA003012 RooseveltTerrace	HVAC	260,000			
		Relocation	20,000			
	Equipment		52,000			
	<b>TotalCFPEstimat edCost</b>		2,065,084			2,065,084



**Housing Authority of East Baton Rouge Parish  
PHA Annual Plan 2003  
Resident Advisory Board Participation/Comments/Recommendations**

The PHA appointed the jurisdiction -wider resident council (RAC) in addition to a Section 8 representative (did not participate) to serve as the Resident Advisory Board (RAB). Several of the members served on last year's advisory board and were familiar with the process. The RAB was initially notified of the beginning of the PHA Plan process on March 10, 2003.

There were three (3) additional meetings with PHA staff and the RAB to discuss the Plan. In addition, the Resident Services Department assisted the RAB with additional meetings and copies of rules and regulations, policies and procedures of the PHA.

Discussions/Comments/Recommendations

**Criminal Activity Evictions** -RAB wanted better -defined terms and are revision only making residents responsible inside of dwelling units. Explained that the terms were described in the occupancy police, the lease terms, as well as verbally explained a move-in conference. The PHA does not see a need to revise. Procedures were explained and RAB members were satisfied.

**Preferences for Admissions** -The RAB's inquiry on preferences for the homeless, working, in training and domestic violence is already in place. A preference for residency was denied. Also, the request to have public housing residents whom move out and later have a housing need placed at top of waiting list was denied. Residents are given opportunities and programs available while residing in public housing.

The RAB requested a review of utility allowances on units that converted into larger size units. This request will be addressed in an energy audit/utility review.

The RAB requested a review of current Maintenance Plan, specifically charges. The Maintenance Plan is under review and changes are being made.

There was a request for a transfer policy. The PHA has a transfer policy in place and is currently establishing procedures to better manage and document.

The elderly developments requested additional security. PHA staff explained that due to funding restraints, additional law enforcement is limited. The PHA is currently providing on-site enforcement at the elderly sites on a limited basis, in addition to extra -duty at all sites. The police department provides 3 full -time community policing officers to the PHA.

The elderly sites complained about being housed with the mentally disabled and requested to be segregated. PHA staff informed them that this could not be done. The Resident Services Department will work with the on-site property manager and the resident organizations.

## **PHA Plan Narrative**

Our PHA score continues to increase. It has risen from 77 in 2000, 84 in 2001, to 87 for fiscal year ending 09 -30-02. With the exception of Oklahoma St. and East Blvd. (LA003004), an approved HOPEVI site, the March 31, 2003 occupancy rate is 90%. The PHA continues to experience leasing difficulties at 2 elderly sites due to market conditions. The occupancy rate adjusted for these two sites is 95%. The PHA renewed a contract with Volunteers of America to house and provide social services to elderly/disabled residents at one of the two sites. Rents collected remain at a high of 95%.

One hundred percent of buildings and dwelling units are under inspection contract. In addition, the PHA has implemented quarterly housekeeping inspections.

The Baton Rouge PHA has an allocation of 2302 Housing Choice Vouchers. Lease-up has been at a constant 95 -99%.

The Baton Rouge PHA was successful in its fourth attempt at a HOPEVI Revitalization grant. An 18M HOPEVI award was announced in March 2003. The plan calls for the demolition/disposition of 171 units to be replaced with 126 single -family/duplex homes for rent and/or homeownership.

The most recent 42 -unit modernization of Scotland Villain 2000 -2001 received a NAHRO Award of Merit. Modernization of Capitol Square, a 50 -unit complex, is scheduled for late 2003.

### **The Department of Resident Services**

#### **PHA Community Service and Self -Sufficiency**

The East Baton Rouge Parish Housing Authority Resident Services Department assists residents of public housing to obtain the services and resources they may need. The Resident Services staff provides service coordination to eleven (11) family sites and three (3) elderly and disabled housing developments. Specially trained staff link residents with needed community services, provide information and referral services and short -term intervention as needed. Resident Services Coordinators are a liaison and advocate as well.

Each EBRP Housing Authority Development has an assigned Resident Services Coordinator to work with Resident Associations, address, coordinate and implement programs vital to each respective community. The Resident Services Department works closely with the Resident Advisory Board ensuring resident participation.

The PHA has partnered with the Family Self -Sufficiency Initiative (FamSI) to provide support services to the residents on site. FamSI is a collaboration of Goodwill Industries of Southeastern Louisiana, Inc., Literacy Works and Catholic Community Services - Human Services Consortium agencies with the support from the Housing Authority to assist 150 families or more become self -sufficient through supportive services. The

program components to assist individual and/or family participants include case management, Literacy Upgrade and Life Skills Training, and Job Readiness, Job Placement and Job Retention.

Social Services and Educational programs are provided to the youth through on-site and off-site Out of School programs provided by Boy Scouts, Girl Scouts, O'Brien House Alcohol, Tobacco and Drug Prevention Program, Glory House Drug Prevention Education Program, Rise Up Abstinence Program, two (2) Three Year Old Learning Centers and several Tutorial Programs funded through the Louisiana State Department of Education.

PHA initiated economic and social sufficiency programs are Women Empowering Women Employment Fairs held biannually and Resident Leadership Training offered to those residents serving on Resident Councils and/or those individuals interested in becoming community leaders.

BREC Seniors Program makes available social activities on site as well as community planned activities for elderly and disabled residents residing at Turner Plaza, Sharlo Terrace and Colonial Courts Housing Development.

Resident Self-Sufficiency (See Attached Chart)

### **PHA Safety and Crime Prevention Measures**

The East Baton Rouge Parish Housing Authority has a productive partnership with the Baton Rouge Police Department. The Police Department has designated three of its community policing officers to work solely with our Housing Developments. Through past Drug Elimination Grants and the Capital Fund, off duty police officers serve our developments by deterring late night drug activity and outside traffic into and around housing developments. Officers participate in Resident Association Meetings to address respective site concerns. The Baton Rouge Police Department Community Services Division provide safety and crime prevention programs to assist residents in improving and maintaining a safer and more rewarding environment in which to live.

# **Community Service and Family Self-Sufficiency Policy East Baton Rouge Parish Housing Authority**

## **Requirement**

Except for any family member who is an exempt individual, each adult resident of public housing must:

- a. Contribute 8 hours per month of community service; or
- b. Participate in an economic self-sufficiency program for 8 hours per month; or
- c. Perform 8 hours per month of combined activities.

## **Definition**

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

## **Options**

Community Service Requirements may be completed with one or a combination of the following:

- a. Community service and economic self-sufficiency activities administered directly by the East Baton Rouge Parish Housing Authority. However, the Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by an East Baton Rouge Parish Housing Authority employee, or replace a job at any location where residents perform activities to satisfy the service requirements.
- b. Community service and economic self-sufficiency activities administered by qualified agencies and organizations in the community that agree to assist residents in meeting this requirement.
- c. Community service and economic self-sufficiency activities administered by a third party contractor or partner with the East Baton Rouge Parish Housing Authority.

## **Exemptions**

Exempt individual. An adult who:

- a. Is 62 years or older;
- b. (i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provision of this subpart or (ii) Is a primary caretaker of such individual;
- c. Is engaged in work activities;

- d. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the Housing Authority is located, including a State administered welfare-to-work program, or
- e. Is a member of a family receiving assistance, benefits or services under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the Housing Authority is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in compliance with such a program.

**Administration, Monitoring, and Compliance**

The East Baton Rouge Parish Housing Authority will review resident records to determine the exemption status of each family member. As of the lease anniversary each year, residents will receive notification of the Housing Authority's determination identifying the family member(s) who are exempt persons. The East Baton Rouge Parish Housing Authority will give each family a written description of the service requirements, and of the process for claiming status as an exempt person and for verification of such status.

To insure resident compliance, the Housing Authority will maintain documentation on the exemption status of each family member. Residents must report any change that may affect a family member's community service requirement. Family members may seek to change their status by providing documentation of such change to the Housing Authority through their housing manager.

The Housing Authority will monitor the performance of a family member who is required to fulfill a service requirement through direct verification by Housing Authority staff or signed certification by a qualified agency or third party contractor. If it is determined that a family member is in non-compliance, the Housing Authority will notify the resident and the family member of the non-compliance in writing and state the Housing Authority will not renew the lease at the end of the twelve month lease term unless:

- a. The resident and any other noncompliant family member, enter into a written agreement with the Housing Authority, in form and manner required by the Housing Authority, to cure such noncompliance, and in fact cures such noncompliance in accordance with such agreement; or
- b. The family provides written assurances satisfactory to the Housing Authority that the resident or other noncompliant resident no longer resides in the unit.

**Cure for Non -Compliance**

If at the end of the lease period, the resident or family member has violated the service requirement, the Housing Authority may not renew the lease upon expiration of the term unless

- a. The resident and any other noncompliant family member, enter into a written agreement with the Housing Authority, in form and manner required by the Housing Authority, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and
- b. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

If during this lease period, the resident or family member continues to be in non-compliance, the Housing Authority will again notify them of their noncompliance and of the intention of the Housing Authority to not renew the resident's lease upon expiration of the term.

**Grievance**

The resident and/or family member may request a grievance hearing on the Housing Authority determination in accordance with Housing Authority policy. The resident may exercise any available judicial remedy to seek timely redress for the Housing Authority's non-renewal of the lease because of such determination.

Board Approval: 08/09/01

Effective Date: 10/01/01

**Agreement to Cure Community Service Requirement  
East Baton Rouge Parish Housing Authority**

\_\_\_\_\_ (herein called Resident) has failed to perform the Community Service Requirements as required by the Code of Federal Regulations (CFR), Subpart R, Section 960.603 through Section 960.611 which requires the Resident to perform eight (8) hours of community service per month or to participate in eight (8) hours of an economic self-sufficiency program per month or a combination of both.

As a result, the Resident agrees to cure the noncompliance by completing the hours not previously completed in addition to performing the eight (8) hours per month of required service over the next 12-month lease term. If the Resident fails to carry out the terms of this agreement in any one month during this Lease term, the Resident will be in violation of this agreement and the Lease shall not be renewed.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Housing Authority's Representative Signature

\_\_\_\_\_  
Date

**Resident Community Service Agreement  
East Baton Rouge Parish Housing Authority**

I, \_\_\_\_\_, (resident) agree to perform the community service requirements as required by Code of Federal Regulations (CFR), Subpart F, Section 960.600 through Section 960.609 which requires Residents who are not exempt to perform eight (8) hours of community service per month or to participate in eight (8) hours of an economic self-sufficiency program per month or a combination of both.

I understand that failure to carry out the terms of this agreement at any time during the lease period will result in my being in non-compliance and this may result in the non-renewal of my lease.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date

**CommunityServiceAttendanceForm  
EastBatonRougeParishHousingAuthority**

ResidentName:

SocialSecurityNumber:

HousingDevelopment:

Agency'sName:

ContactPerson:

TelephoneNumber:

<b>Month/Year</b>	<b>HoursCompleted</b>
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

\_\_\_\_\_  
SignatureofAuthorizedRepresentative\*

\_\_\_\_\_  
Date

\*Personsigningthisformcertifiesth     attheabovenamedindividualhasperformedthenumberofhours indicated.PleasemailorfaxthisformtotheCommunityServiceCoordinatorattheEastBatonRougeParish HousingAuthority,4731NorthBoulevard,BatonRouge,Louisiana70806or(225)923     -8109.

Department of Social Services  
 100 Resident Boulevard  
 Baton Rouge, Louisiana 70806

Dear DSS Representative:

Every adult, between the ages of 18 and 62, who resides in public housing is required to perform community service or participate in an economic self-sufficiency program eight hours per month unless the individual is exempt. Residents who are disabled, elderly, employed, participate in a work-related activity, or in a State welfare to work program are exempt from this requirement. Your assistance is needed in determining the exemption status of the resident.

Please verify if the person(s) listed below is (are) participating in Employment Services program.

Development: \_\_\_\_\_

Name of Resident	Social Security Number	Currently Participating Yes or No	Type of Activity

\_\_\_\_\_  
 Signature of Authorized Representative\*

\_\_\_\_\_  
 Date

\*Persons signing this form certifies that the abovenamed individual(s) participates in the Employment Services program. Please mail or fax this form to the Community Service Coordinator at the East Baton Rouge Parish Housing Authority, 4731 North Boulevard, Baton Rouge, Louisiana 70806 or (225) 923-8109.

Date

Resident Name  
Address  
City, State, Zip

Dear Resident:

According to the East Baton Rouge Parish Housing Authority records, you must perform eight (8) hours of community service each month beginning September 2001.

Public Housing adult resident between the ages of 18 and 62 unless exempt must:

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

An exempt individual is one who:

1. Is 62 years of age or older;
2. Is a blind or disabled individual, as defined by the Social Security Act, or is a primary caretaker of such individual;
3. Is engaged in work activity (as defined by Section 407(d) of the Social Security Act);
4. Is participating in a State administered welfare-to-work program;
5. Is a member of a family receiving assistance, benefits or services under a State welfare to work program and is not in non-compliance.

Attached is a list of available volunteer sites where you may perform community service. You also have the option of choosing a site that may not be listed. During your annual recertification, you will need to advise your housing manager (Community Services Coordinator) of where you plan to perform your community service.

You will be provided with an attendance sheet, which the volunteer site will complete and return to the EBRPHA. Your participation will be monitored quarterly.

If you disagree and you feel that you should be exempted from participating based on the exemptions previously listed, please contact me, \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Community Service Coordinator

Date

ResidentName  
Address  
City,State,Zip

DearResident:

AccordingtotheEastBatonRougeParishHousingAuthorityrecords,youmeetthecommunityservice exemptioncriteria;therefore,you **willnot** havetoperformcommunityserviceeachmonth.

Anexemptindividualisonewho:

1. Is62years ofolder;
3. Isablindordisabledindividual,asdefinedbytheSocialSecurityorisapriamarycaretakerofsuch individual;
3. Isengagedinworkactivity(asdefinedbySection407(d)oftheSocialSecurityAct);
6. IsparticipatinginaStat eadministeredwelfare -to-workprogram;
7. Isamemberofafamilyreceivingassistance,benefitsorservicesunderaStatewelfarework programandisnotinnoncompliance.

Iftherearechangesinyourcircumstancessuchasyounolongerbeingina workactivity,ornolonger participatinginwelfare -to-workprogram,etc.,youmustreportthechangetoyoursitemanagerwithinten (10)calendardays.

Ifyouhavequestionsorconcernsregardingyourexemptionstatus,pleasecontactyoursitemanage r.

Sincerely,

CommunityServiceCoordinator

Date

Name of Agency

Address

City, State, Zip

Dear Representative:

In October 1998, Congress passed the Quality Housing and Work Responsibility Act (QHWRA), which requires non-working residents of public housing to perform eight (8) hours per month of community service. This does not pertain to students, elderly and disabled residents or residents enrolled in certified job training programs. Beginning October 1, 2001, the East Baton Rouge Parish Housing Authority must administer a community service program and we are asking for your assistance in implementing our community service plan.

We are developing a list of agencies to provide to residents required to perform community service and would like to add your agency to that list. If you choose to participate in this program, interested residents will contact you directly to determine a schedule. Each resident will be given a form for your signature certifying the number of hours of community service performed.

If you are interested in assisting the East Baton Rouge Parish Housing Authority in this effort, please complete the attached form and return it in the self-addressed stamped envelope enclosed. If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Community Service Coordinator

**Agency Information Form  
Community Service Program  
East Baton Rouge Parish Housing Authority**

Agency:

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Contact Person:

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Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Volunteer Activities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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Signature of Authorized Official

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Date