

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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**ST.J AMES PARISH HOUSING AUTHORITY (LA092)**  
**2627K ING AVENUE**  
**P.O.B ox 280**  
**LUTCHER,LA70071**

**DRAFT**

# PHAPlans

5YearPlanforFiscalYears200 3 -200 7

AnnualPlanforF iscalYear200 3

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

## **PHA Plan Index of Changes**

1. 5 Year Plan
  - a. Page 1 – Apply for additional rental vouchers.
  - b. Page 1 – Improve the quality of assisted housing
    - PHA score is not final as yet. We are awaiting HUD inspections.
  - c. Page 3 – Changes: See italicized items
2. FY 2003 Annual Plan
  - a. Page 2 – Changes: See italicized items
  - b. Pages 7 and 8 – Housing Needs of Families on Waiting List
  - c. Page 9 – Changes: See italicized items
  - d. Page 15 – 17 – Changes: See italicized items
  - e. Page 24 – Changes: See italicized items
  - f. Page 26 – Changes: See italicized items
3. Capital Fund Program

## PHA Plan Agency Identification

**PHAName:** Ho using Authority of St. James Parish

**PHANumber:** LA092

**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 2003 -200 7**  
[24CFR Part903.5]

**A. Mission**

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

**B. GOALS**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: **There are 108 vacant units (35%); most are boarded and need extensive repair. Of a recent review of 95 vacancies, only 13 units can be repaired by in-house staff; 82 units require more extensive contract work. The Authority's goal is to repair and occupy as many as these units as possible, as soon as possible, using Capital Fund Monies. It should be noted that occupied units also need extensive repair, and will take a significant portion of the available Capital Fund. SJPHA has already repaired several vacant units to make ready for occupancy and has developed plans for the remaining vacant unit repairs, as well as improvements for the developments as a whole.**
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) **The current PHAS score is 22; the PHA goal is to improve this score. It should be noted that the PHA has been "troubled" for eight years and significant**

improvement is needed in every area of the Authority to improve management, operations, finance and maintenance in order to improve the PHAS score. Many policies and procedures have already been developed and implemented to improve management and maintenance. Once fully implemented, PHAS scores should improve. It is anticipated that the score will improve gradually, as SJPHA recovers from eight years as a "troubled" PHA.

- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: **Actions have already been taken to improve maintenance response time, and improve maintenance and administrative customer service. These will be continued and enhanced as needed.**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)  
**All management areas have seen recent improvement: finance, admissions, maintenance, inspections, annual re-examinations, rent collections, lease compliance and enforcement, resident services, security, etc. Policies and procedures have been developed and implemented to improve management efficiency and to ensure HUD regulations are followed.**
- Renovate or modernize public housing units: **All developments are in severe states of disrepair. A preliminary analysis indicates that the Convent and Central Developments may not be financially or socially feasible in the long term. Convent is extremely isolated, located in an undesirable area surrounded by swamp, debris and litter. The overall condition of Central is also extremely poor. It should be noted that in the past, some developments were partially renovated, the remaining un-renovated units at those developments need to be addressed. Other sites have had no renovation and are in extreme need. As many units as possible will be renovated utilizing Capital Funds. As discussed in following sections, SJPHA is developing plans to complete renovation of St. James/Hymel. Additionally, at Baytree, Brooks, and Vacherie if one unit is vacant in a duplex building, both units will be modernized to complete the modernization of the building.**
- Demolish or dispose of obsolete public housing: **SJPHA is analyzing data that may suggest that maintaining the Convent and Central developments is not financially or socially feasible. In addition to the financial issues, SJPHA is taking into consideration the quality of life issues for those residents. At the time this Plan is submitted, analysis has not been completed.**

- Provide replacement public housing:
- Provide replacement vouchers : **If SJPCHA at a later date, develops plans to demolish or dispose of the Conventor Central developments, SJPCHA may apply for replacement vouchers to replace a number of demolished units.**
- Other: (list below ) **If SJPCHA at a later date, develops plans to demolish or dispose of the Conventor Central developments, SJPCHA may work with other housing agencies to explore other affordable housing opportunities to replace some of the demolished units.**

1. SJPCHA will, in the event demolition or disposition is recommended for approval by HUD, request Vouchers as replacement units.
2. Should disposition be the recommendation, SJPCHA will request transfer of the property to a non-profit entity with the intent of the non-profit entity being utilized as an emergency housing facility with transitional housing opportunities.

PHA Goal: Increase assisted housing choices

Objectives: N/A

- Provide voucher mobility counseling:
- Conduct outreach effort to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

*Homeownership program through collaboration and referral.*

**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: **75% of SJPCHA's residents are extremely low income. The distribution of extremely low-income residents is relatively equal between the six developments. In addition, 75% of applicants on the waiting list are extremely low income. The Authority will make every effort to attract higher income applicants to the program; however, historical data indicates previous efforts have had little success.**

- 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: **The Authority has improved lighting at most developments and will continue providing police patrols at sites. These patrols are essential to ensure that recent improvements to safety and security are maintained. In addition to police patrols, the Authority has improved Parish police response at the developments.**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below): **The Authority is currently taking steps to more effectively enforce the lease by taking appropriate eviction action when necessary to eliminate all kinds of lease violators and drug/gang/criminal activity from the sites so that lease abiding residents can enjoy a safe housing environment.**

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: **As stated above, 75% of the Authority residents are unemployed. The SJPHA works with local supportive service agencies to coordinate training and educational programs. However, historical data indicates previous actions have seen little success.**
- Provide or attract supportive services to improve assistance recipients' employability: **The SJPHA has supportive service agreements with the Louisiana State University Extension Services, the South University Extension Services, the Department of Human Resources, and the Office of Women's Services who offer assistance to residents in improving employability success.**
- 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: **The St. James Parish Admissions and Continued Occupancy Policy contains its affirmative action policy. It should be noted that 100% of the residents are African/American and 100% of applicants for the program are African/American. Historically, previous affirmative measures in this area have been unsuccessful.**
- 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: **As stated in other areas of this Plan, the Authority's goal is to improve the condition of vacant units in need of repair to provide a suitable and safe living environment for all families, regardless of race, color, religion, etc. Most occupied units are also in need of repair; the repairs are not segregated to specific groups based on race, color, religion, etc.**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **The Authority has 10 accessible units, all are occupied. There are two disabled applicants on the waiting list. As stated previously, the SJPHA is addressing the condition of occupied units and vacant units, to repair them to acceptable levels. This plan includes improvements to the accessible units.**
- Other:(list below)

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

**AnnualPHAPlan**  
**PHAFiscalYear 2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryof theAnnualPHAPlan**

[24CFRPart903.79(r)]

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

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

The Mission Statement and the Goals and Objectives were based on information contained in the State of Louisiana Consolidated Plan. Utilizing these goals and objectives, the St. James Parish Housing Authority is now striving to assure that the PHA is managed and maintained efficiently and effectively, and that our residents receive the best customer service.

Fulfillment of the Mission Statement and Goals and Objectives, as well as excellent customer service, is assisted by implementation of a series of policies that have recently been revised or developed. Current policies are on display with this Plan and are available for public review. The Admissions and Continued Occupancy Policy (ACOP) is the primary policy available. This important document covers the public housing tenant selection and assignment plan, outreach services, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of St. James Parish during FY2003 include:

- Continue to reduce crime at the sites, caused both by residents and neighboring communities, by increasing cooperation with the St. James Parish Sheriff's Department;
- Provide safe and secure housing to lease abiding residents, through aggressive lease enforcement for non-lease abiders;
- Improve the public housing stock of vacant and occupied units through the Capital Fund, thereby reducing the number of vacant units and improving the quality of life for all residents;
- Continue to train maintenance staff in acceptable maintenance standards, and improving the quality of all units and the customer service provided;
- Continue to train administrative staff in HUD regulations and revised SJPFA policies and procedures, thereby decreasing and/or eliminating the back log of HUD required actions, i.e. annual re-examinations, interim re-examinations, financial reporting, etc.; and
- Improve the Authority's PHAS score to a level above its current troubled score.
- *Improve the social and economic diversity of families at each development through income targeting requirements established by HUD. Forty percent (40%) new admissions will be extremely low income to sixty percent (60%) low to moderate income.*

This Annual PHA Plan exemplifies the Authority's commitment to meet the housing needs of the full range of low-income residents. The SJPFA, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents, will use this Plan to improve the Authority's performance, and improve the residents' quality of life.

## Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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#### Required Attachments:

- Admissions Policy for Deconcentration **Attachment LA092 -A**
- FY2001 (FY2000 and FY1999) Capital Fund Program Annual Statements **Attachment LA092 -B**
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **Attachment LA092-I (Attachment -Hardcopy)**
- Implementation of Community Service Requirements (See ACOP -Attachment D)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY2001 Capital Fund Program 5 Year Action Plan **Attachment LA092 -B**
- Public Housing Drug Elimination Program (PHDEP) Plan **Attachment LA092-C**

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Included in Plan text**
- Other (List below, providing each attachment name)
- Component 3, (6) Deconcentration and Income Mixing Attachment LA092 -A
  - Attachment LA092 -D -Admissions and Continued Occupancy Policy
  - Attachment LA092 -E -Lease Agreement
  - Attachment LA092 -F -Rent Collection Policy
  - Attachment LA092 -G -Pet Policy
  - Attachment LA092 -H -Grievance Procedure

### Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies  Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy (See Attachment F)	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
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) being developed	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for a ny active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	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
NA	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 home ownership 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	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	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(1999)	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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**I. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

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

<b>Housing Needs of Families in the Jurisdiction By Family Type</b>							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	696	5	5	5	5	5	5
Income > 30% but <= 50% of AMI	199	5	5	5	5	5	5
Income > 50% but < 80% of AMI	139	5	5	5	5	5	5

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

**B. HousingNeedsofFamiliesonthePublicHousingandSection8  
Tenant-BasedAssistanceWaitingLists**

<b>HousingNeedsofFamiliesontheWaitingList</b>			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance			
<input checked="" type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	Annual Turnover
Waitinglisttotal	137		30
Extremelylow income<=30%AMI	123		
Verylowincome (>30%but<=50% AMI)	9		
Lowincome (>50%but<80% AMI)	5		
Familieswith children	119		
Elderlyfamilies	0		
Familieswith Disabilities	2		
White(Non - Hispanic)	1		
African/American Hispanic	136		
Other	0		

Characteristics by Bedroom Size (Public Housing Only)			
1BR	18		
2BR	55		
3BR	50		
4BR	14		
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

**(1) Strategies**

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

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

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by: N/A**

- 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)  
*Explore the possibility of Tax Credit units for home ownership.*

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

**Strategy 1: Target available assistance to families at or below 30% of AMI: N/A**

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

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

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

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly: N/A**

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

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

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

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs: N/A - See above, 100% of PHA residents are African/American; 100% of PHA applicants are African/American.**

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

**Strategy 2: Conduct activities to affirmatively further fair housing: N/A**

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

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

N/A

**(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)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$714,458.00	
b) Public Housing Capital Fund	\$624,873.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	N/A	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$78,130.00	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CGP Programs	\$1,083,583.00	Public housing capital improvements
PHDEP Programs	\$137,027.21	Public housing safety and security
<b>3. Public Housing Dwelling Rental Income</b>	\$221,635.00	Public housing operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Other income</b> (list below)	\$15,000.00	Public housing operations
Miscellaneous, late charges, maintenance charges, etc. 15,000.00		
<b>4. Non -federal sources</b> (list below)	N/A	
<b>Total resources</b>	<b>\$2,874,706.21</b>	

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

[24CFR Part 903.79(c)]

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

##### **(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: (one month)
- Other: (describe)

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

- Criminal or Drug -related activity
- Rental history (Landlord references)
- Housekeeping
- Other (describe)
- Ability to comply with the terms of the lease agreement.

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)WaitingListOrganization**

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  
(Application packages available at site offices)
- 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

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?  
Six (6) – one for each development

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

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 transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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 a "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability (1)
- Veterans and veterans' families (1)
- Residents who live and/or work in the jurisdiction (2)
- Those enrolled currently in educational, training, or upward mobility programs (2)
- Households that contribute to meeting income goals (broad range of incomes) (1)
- Households that contribute to meeting income requirements (targeting) (1)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Elderly, near elderly, a person with a disability, and a family with a child under the age of 3, shall begin preference over singles for SJPCHA's one-bedroom units (3)

4. Relationship of preferences to income targeting requirements:

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

**(5)Occupancy**

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

- The PHA -resident lease
- The PHA's Admissions and Continued Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

Tenant Orientation session prior to initial occupancy.

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 **(Within 10 days of change)**
- 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) development 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:
- *Oscar Brooks Complex*
  - *Convent Complex*
  - *Central Complex*
  - *Vacherie Complex*
  - *Baytree Complex*
  - *St. James/Hymel Complex*

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

If selected, list targeted developments below:

- *Oscar Brooks Complex*
- *Convent Complex*
- *Central Complex*
- *Vacherie Complex*
- *Baytree Complex*
- *St. James/Hymel Complex*

- 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:

- *Oscar Brooks Complex*
- *Convent Complex*
- *Central Complex*
- *Vacherie Complex*
- *Baytree Complex*
- *St. James/Hymel Complex*

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: N/A - The PHA does not administer Section 8.**

**(1) Eligibility**

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (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:

**(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
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)

- Householdsthatcontributetomeetingincome requirements(targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4. Among applicants on the waiting list with equal preference status, how are applicantsselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

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

- ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD
- ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshi popferencesstoincometargetingrequirements:(selectone)

- ThePHAappliespreferenceswithinincometiery
- Notapplicable: thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

#### **(5)SpecialPurposeSection8AssistancePrograms**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special -purpose section 8 program administeredbythePHAcontained?(select allthatapply)

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. How does the PHA announce the availability of any special -purpose section 8 programstoth epublic?

- Throughpublishednotices
- Other(listbelow)

#### **4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

## A. Public Housing

### (1) Income Based Rent Policies

a. Use of discretionary policies: (select one )

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount 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. Are adopting Flat Rent Schedule

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. Rentre -determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below):
  - 1. Anytime the family composition changes.
  - 2. Residents may report decreases in income.
  - 3. Residents will report increases following decreases.

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):  
80% of FMRs for the area.

**B. Section 8 Tenant -Based Assistance: N/A**

**(1) Payment Standards**

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

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

b. If the payment standard is lower than FMR, why has the PHA selected this standard?(selectallthatapply)

- FMRs are adequate to ensure success among assisted families in the PHA's segmentoftheFMRarea
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

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

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRare a
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e. WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamil ies
- Other(listbelow)

## **2)MinimumRent**

a. WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?(ifyes,listbelow)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

### **A. PHA Management Structure**

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows: **The Authority is in default of its ACC and is currently under HUD contract management as a troubled housing authority. The Contractor has provided a Board Representative and will provide extensive technical assistance and training to staff. Remaining staff are as follows: Executive Director (1), Administration (four staff) – Administrative Assistant, two (2) Housing Managers, Accountant/Bookkeeper, Maintenance (7 staff) – Maintenance Supervisor, two Maintenance Repairmen II, two Maintenance Repairmen I, Laborer, Maintenance Clerk.**

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	196	30
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	196	0
Other Federal Programs (list individually)	N/A	N/A

### **C. Management and Maintenance Policies**

(1) Public Housing Maintenance and Management: (ACOP)

- Admissions and Continued Occupancy Policy (ACOP)
- Grievance Procedures
- Tenant Selection and Assignment Plan (Included in ACOP)
- 
- Rent Collection Policy
- Community Service Plan (Included in ACOP)
- Termination and Eviction Policy (Included in ACOP)
- Transfer and Transfer Waiting Policy (Included in ACOP)
- Deconcentration and Income Targeting Policy (Included in ACOP)
- Dwelling Lease
- Maintenance Plan and procedures (Being developed)

(2)Section8Management:(listbelow) N/A

**6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

**A. Public Housing**

- 1.  Yes  No: Has the PHA established any written grievance procedure s in addition to federal requirements found at 24 CFR Part 966, SubpartB,forresidentsofpublichousing?

If yes, list additions to federal requirements below: **The SJPHA Grievance Procedure follows HUD regulations, and in addition defines notice timeframes,howtoconductthehearing,selectionofhearingofficer,etc.**

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

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

**B. Section 8 Tenant -Based Assistance: N/A**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7.C Capital Improvement Needs**

[24CFRPart903.79(g)]

A. Capital Fund Activities

**(1) Capital Fund Program Annual Statement**

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment LA092 -B**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

2. Activity Description:

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Central and Convent
1b. Development (project) number: LA92 -3 and LA92 -4
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
5. Number of units affected: 60
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development(s)
7. Timeline for activity: a. Actual or projected start date of activity: FY2003 b. Projected end date of activity: FY2003

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

[24CFR Part 903.79(i)]

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

2. Activity Description: N/A

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 checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(01/07/02)</u>
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 30	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development -Convent	

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

[24CFR Part 903.79(j)]

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

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

2. Activity Description: N/A  
 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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date

submitted or approved:

Units addressed in a pending or approved HOPEVI demolition application  
(date submitted or approved:      )

Units addressed in a pending or approved HOPEVI 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**

Pursuant to the *Final Rule* published in the June 22, 2001 *Federal Register* on *Voluntary Conversion of Developments from Public Housing Stock: Required Initial Assessments*, Saint James Parish Housing Authority (SJPHA) conducted an initial assessment of its six (6) general occupancy developments. Based on this initial assessment, the following information is offered for inclusion into the Authority's FY 2002 PHA Plan.

- SJPHA's entire inventory of low-rent public housing units located in six (6) general occupancy developments are subject to required Initial Assessment. These developments are as follows:
 

▪ Oscar Brooks	LA092-1	76 units
▪ Central	LA092-3	36 units
▪ Convent	LA092-4	30 units
▪ Vacherie	LA092-5	72 units
▪ Baytree	LA092-8	44 units
▪ St. James/Hymel	LA092-6	60 units
- Initial assessments were conducted for all six (6) developments.
- Based on these initial assessments, SJPHA determined that none of the six (6) general occupancy development are appropriate conversion under Section 22 (b)(2).

**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

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: **N/A**  
 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: N/A**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR 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)]

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

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration programs
- 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 admission policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

\

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHAMain office/other provider name)	Eligibility (public housing or section 8 participants or both)
St. James Parish School Board	15	Specific	PHAMainOffice	PH residents
LSU Extension Services	10	Specific	PHAMainOffice	PH residents
South University Extension Serv.	10	Specific	PHAMainOffice	PH residents
Girl Scouts/Boy Scouts	15	Specific	PHAMainOffice	PH residents
Office of Women's Services	10	Specific	PHAMainOffice	PH residents
Department of Human Services	10	Specific	PHAMainOffice	PH residents
Community Resource Center	10	Specific	PHAMainOffice	PH residents

**(2) Family Self Sufficiency Programs: N/A**

**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA 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** **f**

See Attachment LA092 -D(ACOP)

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

[24CFR Part 903.79(m)]

**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)

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

**All sites: St. James, Vacherie, Central, Convent, Baytree, Brooks**

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

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

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

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

**All sites: St. James, Vacherie, Central, Convent, Baytree, Brooks**

**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 sites: St. James, Vacherie, Central, Convent, Baytree, Brooks**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. **Attachment LA092 -D**

## **14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

**See Attachment LA092 -G**

## **15.CivilRightsCertifications**

[24CFRPart903.79(o)]

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

## **16.FiscalAudit**

[24CFRPart903.79(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? 8
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? Responses submitted 9/30/01.  
If not, when are they due (state below)?

## **17.PHAAssetManagement**

[24CFRPart903.79(q)]

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

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

### **18. Other Information**

[24CFR Part 903.79(r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?: **The PHA has no active Resident Advisory board; nominations and elections are in process.**

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

Attached as Attachment (Filename)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary. **(Comments had already been considered and included in budget revisions.)**

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.): **Currently Board Representative is a HUD contractor. When Board is re-established, the Resident Commissioner will be selected per Section 2(b) of the U.S. Housing Act of 1937.**

3. Description of Resident Election Process: **N/A**

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): **See above, Board is currently HUD contractor.**

### C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: ( **State of Louisiana** )

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

- The PHA has based its statement of needs of families in the jurisdiction on the need 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)
  - Increase the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate income families. The shortage of affordable, decent, safe and sanitary units available for rent in rural areas is a major concern listed in the State of Louisiana Consolidated Plan. The PHA activity consistent with this initiative is reducing the number of PHA vacancies.
  - Rehabilitate substandard housing occupied by low and very low income families. The PHA activity consistent with this initiative is modernizing and rehabilitating the existing PHA housing stock.

Other: (list below)

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

- Preservation and rehabilitation of the Parish's existing housing stock primarily for extremely low, very low, and low -income families.
- Expansion of economic opportunities in the Parish, particularly for lower income residents.
- Continued encouragement and support of non -profit organizations in seeking additional funding sources and continued assistance in obtaining such funding whenever possible.

**D. Other Information Required by HUD**

**19. Definition of “Substantial Deviation” and Significant Amendment or Modification**

[1903.7(r)]:

This Housing Agency defines “substantial deviation” and “significant amendment or modification” as discretionary changes in its plans or policies which fundamentally alter the mission, goals or objectives of the Agency and which require formal approval by the Board of Commissioners.

## **Attachments**

### **Implementation of the Public Housing Resident Community Service Requirements**

The Saint James Housing authority has made revisions to its Admissions and Continued Occupancy Policy (ACOP) to incorporate requirements for the Community Service program in accordance with section 12(c) of the U.S. Housing Act of 1937 and 24 CFR Part 960, Subpart F as issued as part of the “Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule” in March 29, 2000, *Federal Register*. These changes are reflected in the ACOP which is an attachment to this Plan

**Attachment LA092 -A**

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR  
ST. JAMES PARISH HOUSING AUTHORITY  
LUTCHER, LOUISIANA**

**Component 3,(6)DeconcentrationandIncomeMixing**

- a.  Yes  No: DoesthePHAhaveanygeneraloccupancy(family)publichousing developments covered by the deconcentration rule? If no, this sectioniscomplete.Ifyes,continuetothenextquestion.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments?Ifno,thissectioniscomplete.

Ifyes,listthesedevelopmentsasfollows:

<b>DeconcentrationPolicyforCoveredDevelopments</b>			
<b>DevelopmentName :</b>	<b>Number ofUnits</b>	<b>Explanation(ifany)[seestep4at §903.2(c)(1)(iv)]</b>	<b>Deconcentrationpolicy (ifnoexp lanation)[see step5at §903.2(c)(1)(v)]</b>

**DECONCENTRATION AND INCOME TARGETING POLICY**  
*(of the Public Housing Admissions and Continued Occupancy Policy)*

Sub-Title A, Section 513 of the **Quality Housing and Work Responsibility Act of 1998 (QHWRA)**, establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Continued Occupancy policies and procedures to comply.

Therefore, the St. James Parrish Housing Authority (herein referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. **Economic Deconcentration:**

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be

informed that should they choose not to accept the first unit offered under this system, their refusal will not be caused to drop their name to the bottom of the list.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional support services;
- Additional amenities for all units;
- Ceiling rents;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- Giveaways.

## B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, forty percent (40%) of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low -income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, disability or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low -income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection

procedures are designed so that selection of new public housing residents will bring the actual distribution of rents close to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low -income category and two (2) families from the lower/very low -income category alternately until the forty percent (40%) admission requirement of extremely low -income families is achieved (2 plus 2 policy).
- After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.

For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.

# **AttachmentLA092 -B**

**CAPITALFUNDPROGRAMBUDGET(FY, 2003, 2002,2001 AND  
2000)  
CAPITALFUNDPROGRAMFIVE -YEARACTIONPLAN(FY200 3)  
FOR  
SAINTAMESPARISHHOUSINGAUTHORITY  
LUTCHER,LOUISIANA**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHANa me:</b> SaintJamesParishHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:LA48PO9250203 ReplacementHousingFactorGrantNo:			<b>FederalFYof Grant:2003</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds	624,873.00		0.00	0.00
2	1406 Operations	90,000.00		0.00	0.00
3	1408 Management Improvements	20,000.00		0.00	0.00
4	1410 Administration	64,213.00		0.00	0.00
5	1411 Audit -10%	1,400.00		0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs -5% of 17,500.00	865.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	365,395.00		0.00	0.00
11	1465.1 Dwelling Equipment —Nonexpendable	21,000.00		0.00	0.00
12	1470 Nondwelling Structures	50,000.00		0.00	0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	12,000.00		0.00	0.00
18	1499 Development Activities				

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

<b>PHANa me:</b> SaintJamesParishHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:LA48PO9250203 ReplacementHousingFactorGrantNo:	<b>FederalFYof Grant:2003</b>
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**Original Annual Statement**    **Reserve for Disasters/Emergencies**    **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**    **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency			0.00	0.00
21	Amount of Annual Grant: (sum of lines 20-26)	624,873.00		0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Saint James Paris Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48PO9250203 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	
LA92 -All	Operations	1406		90,000.00				
LA92 -All	Salaries/Contract: Resident Programs/Special Projects (30%) Adult-Literacy & Soft skill development Academic/tutorial, and multifaceted recreation for youth	1408	N/A	20,000.00		0.00	0.00	
LA92 -All	Administration-Salaries and Benefits: Modernization/Procurement Supervisor, \$36,575(95%); Executive Director, \$20,365(27%); Accounting Clerk, \$7,273( 27%)	1410	N/A	64,213.00		0.00	0.00	
LA92 -All	Audit -12% of Cost	1411		1,400.00				
LA92 -All	Fees and Costs 5% of 17,500	1430		865.00				

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

PHAName: Saint James Paris Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48PO9250203 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2003</b>			
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	
LA92 -001 Oscar Brooks	Dwelling Structure Vacancy Reduction, Modernization Rehabilitation with Central Air/Heat -20 Units	1460		365,395.00				
LA92 -All	Dwelling Equipment -Appliances	1465-1		21,000.00				
LA92 -006 St. James/Hymel	Dwelling conversion to non -dwelling Community Center	1470		50,000.00				
LA92 -All	Relocation Cost	1495-1		12,000.00				
LA92 -All	Contingency 10% (as needed)	1502		.00				

<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: Saint James Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: LA48PO9250203 Replacement Housing Factor No:				<b>Federal FY of Grant:</b> 2003	
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	
LA92 -All(1406)	10/01/02			10/01/02			
LA92 -All(1408)	10/01/02			10/01/02			
LA92 -All(1410)	10/01/02			10/01/02			
LA92 -All(1411)	03/31/03			03/31/03			
LA92 -All(1430)	10/01/02			10/01/02			
LA92 -All(1460)	12/31/03			12/31/03			
LA92 -All(1465.1)	09/30/03			09/30/03			
LA92 -006(1470) St James/Hymel	12/31/03			12/31/03			
LA92 -All(1495)	12/31/03			12/31/03			
LA92 -All(1502)	12/31/03			12/31/03			

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PH Name:</b> Saint James Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48PO9250202 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	12,761.00	12,761.00	0.00	0.00
4	1410 Administration	62,487.00	62,487.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	537,625.00	463,808.00	0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable		12,000.00	0.00	0.00
12	1470 Nondwelling Structures		32,000.00	0.00	0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	12,000.00	12,000.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	624,873.00	595,056.00	0.00	0.00

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHAName: Saint James Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48PO9250202 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
21	Amount of Annual Grant: (sum of lines 2 - 20)	624,873.00	595,056.00	0.00	0.00	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security - Soft Costs					
25	Amount of line 21 Related to Security - Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

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

PHAName: Saint James Paris Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48PO9250202 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	
LA92 -All	Management Improvements -Salaries and Benefits: Resident Programs/Special Projects (30%)	1408	N/A	12,761.00	12,761.00	0.00	0.00	
LA92 -All	Administration-Salaries and Benefits: Modernization/Procurement Supervisor, \$34,426(75%); Executive Director, \$20,365(27%); Accounting Clerk, \$7,273(27%)	1410	N/A	62,487.00	62,487.00	0.00	0.00	
LA92 -All	Modernization work and vacancy reduction	1460	16 units	537,625.00	463,808.00	0.00	0.00	
LA92 -All	Relocation of residents into rehabilitated units.	1495.1	24 families	12,000.00	12,000.00	0.00	0.00	
LA92 -1	Mod/expansion of Adm. Bldg.	1470		32,000.00	32,000.00	0.00	0.00	
LA92 -All	Appliances	1465.1		12,000.00	12,000.00	0.00	0.00	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Saint James Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: LA48PO9250202 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	Date of fully executed ACC	
LA92 -All(1408)	12/31/01			12/31/02			Date of fully executed ACC	
LA92 -All(1410)	12/31/01			12/31/02			Date of fully executed ACC	
LA92 -All(1460)	06/30/02			03/31/03			Date of fully executed ACC	
LA92 -All(1495.1)	06/30/02			12/31/02			Date of fully executed ACC	

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PH Name: Saint James Parish Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P09250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	12,154.00	12,154.00	0.00	0.00
4	1410 Administration	62,064.00	62,064.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	.00	40,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	538,655.00	498,655.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	12,000.00	12,000.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PH Name: Saint James Parish Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P09250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 -20)	624,873.00	624,873.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PH Name : Saint James Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P09250101 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	
LA92 -All	Management improvements -Salaries and Benefits: Resident Programs/Special Projects	1408	N/A	12,154.00	12,154.00	0.00	0.00	
LA92 -All	Administration-Salaries and Benefits: Modernization/Procurement Supervisor, \$34,436(75%) Executive director,\$20,000(27%); Accounting Clerk\$7,273(27%)	1410		62,064.00	62,064.00	0.00	0.00	
LA92 -All	Fees and Costs	1430	N/A		40,000.00	0.00	0.00	
LA92 -All	Modernization and vacancy reduction	1460	16 units	538,655.00	498,655.00	0.00	0.00	
LA92 -All	Relocation of families into modernized units.	1495.1	24 families	12,000.00	12,000.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PH Name : Saint James Parish Housing Authority			Grant Type and Number Capital Fund Program No: LA48P09250101 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	
LA92 -A II(1408)	12/31/01			12/31/02			
LA92 -All(1410)	12/31/01			12/31/02			
LA92 -All(1430)	07/31/02			07/31/02			
LA92 -All(1460)	3/31/02			12/31/02			
LA92 -All(1495.1)	6/30/02			12/31/02			

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PH Name:</b> Saint James Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48 P09250100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	120,982.00	120,982.00	120,982.00	120,982.00
3	1408 Management Improvements	23,800.00	0.00	0.00	0.00
4	1410 Administration	56,200.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,500.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	492,692.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures	29,984.00	691,536.00	0.00	0.00
13	1475 Non Dwelling Equipment	70,360.00	0.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0.00	12,000.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

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

<b>PHAName:</b> SaintJamesParishHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:LA48 P09250100 ReplacementHousingFactorGrantNo:	<b>FederalFYof Grant:</b> 2000
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/01     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	824,518.00	824,518.00	120,982.00	120,982.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PH Name : Saint James Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P09250100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
LA92 -All	Operations	1406		120,982.00	120,982.00	120,982.00	120,982.00	Completed
LA92 -All	Management Improvements	1408		23,800.00	0.00	0.00	0.00	Activity Eliminated
LA92 -All	Administrative salaries and benefits	1410		56,200.00	0.00	0.00	0.00	Activity Eliminated
LA92 -All	Fees and Costs:	1430		30,500.00	0.00	0.00	0.00	Activity Eliminated
LA92 -All	Roof repair and replacement	1460	100 units	492,692.00	300,000.00	0.00	0.00	On-going
LA92 -All	Modernization work and vacancy reduction	1460	35 units	0.00	391,536.00	0.00	0.00	On-going
LA92 -1	Replacement of exterior in-fill panels and graffiti removal	1460		29,984.00	0.00	0.00	0.00	Activity Eliminated
LA92 -All	Non-dwelling Structures	1470		70,360.00	0.00	0.00	0.00	Activity Eliminated
LA92 -All	Relocation of families into modernized units.	1495.1	24 families	0.00	12,000.00	0.00	0.00	To begin 2002

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHAName : Saint James Parish Housing Authority		Grant Type and Number Capital Fund Program No: LA48P09250100 Replacement Housing Factor No:					Federal FY of Grant : 2000
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	
LA92 -All(1406)	12/31/01	---		12/31/01	---		NA
LA92 -All(1408)	12/31/01	NA		12/31/01	NA		Activity eliminated.
LA92 -All(1410)	12/31/01	NA		12/31/01	NA		Activity eliminated.
LA92 -All(1430)	12/31/01	NA		12/31/01	NA		Activity eliminated.
LA92 -All(1460)	12/31/01	---		12/31/01	06/30/02		New activity
LA92 -All(1495.1)	---	12/31/01		3/30/02	---		

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>				<b>Part I: Summary</b>	
<b>PHA Name:</b> Saint James Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P09270799 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	25,000.00	50,000.00	50,000.00	22,874.29
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	4,410.64	4,410.64	4,410.64
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	287,328.04	526,467.36	506,467.36	302,641.04
11	1465.1 Dwelling Equipment — Nonexpendable	21,987.00	21,987.00	21,987.00	21,987.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		55,000.00	55,000.00	44,093.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

<b>PHAName:</b> SaintJamesParishHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:LA48P09270799 ReplacementHousingFactorGrantNo:	<b>FederalFYof Grant:</b> 1999
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 03/2000     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	657,865.00	657,865.00	657,865.00	396,005.97
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of Line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PH Name : Saint James Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P09270799 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
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	
LA92 -All	Administrative salaries and benefits	1410		25,000.00	50,000.00	50,000.00	22,874.29	On-going
LA92 -All	Fees and Costs: A/E for modernization work	1430		50,000.00	4,410.64	4,410.64	4,410.64	Complete
LA92 -All	Specialty screen doors	1460	252 units	0.00	70,000.00	60,000.00	0.00	On-going
LA92 -All	Modernization work and vacancy reduction	1460	35 vacancies	0.00	109,139.32	60,000.00	9,148.87	On-going
LA92 -All	Modernization work at Saint James/ Hymel and Vacancy reduction	1460	18 units	287,328.04	287,328.04	287,328.04	287,328.04	Complete
LA92 -1	Replacement of exterior in-fill panels and graffiti removal	1460	76 units	0.00	60,000.00	20,000.00	0.00	On-going
LA92 -All	Stoves and refrigerators	1465.1	44	21,987.00	21,987.00	21,987.00	21,987.00	Complete
LA92 -All	Purchase of two maintenance vehicles	1475	2	0.00	55,000.00	55,000.00	44,093.00	On-going

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

<b>PH Name :</b> Saint James Parish Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: LA48P09270799 Replacement Housing Factor No:	<b>Federal FY of Grant:</b> 1999
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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	
LA92 –All(1410)	12/31/00	09/03/01		09/30/00	12/31/01		To cover on -going administrative costs.
LA92 –All(1430)	03/31/00	09/30/00		09/30/01	09/30/01		NA
LA92 –All(1460)	09/30/00	09/30/01		09/30/01	12/31/01		Revision of work plan to accommodate vacancy reduction strategy.
LA92 –All(1465)	09/30/00	09/30/00		09/30/01	12/31/00		NA
LA92 –All(1475)	---	06/30/01		---	12/31/01		New activity

**CapitalFundProgramFive -YearActionPlan:  
PartI:Summary**

PHAName:SaintJamesParish HousingAuthority				<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b> <input type="checkbox"/> <b>RevisionNo:</b>	
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:2004	WorkStatementforYear3 FFYGrant:2005 PHAFY:2005	WorkStatementforYear4 FFYGrant:2006 PHAFY:2006	WorkStatementforYear5 FFYGrant:2007 PHAFY:2007
LA92 -All	Annual Statement	\$574,879	\$624,873	\$624,873	\$624,873
LA92 -006 St.James/Hymel		\$50,000			
CFPFundsListedfor 5-yearplanning		\$624,873	\$624,873	\$624,873	\$624,873
ReplacementHousing FactorFunds					

<b>CapitalFundProgramFive -YearActionPlan: PartII:SupportingPages —WorkActivities</b>						
Activitiesfor Year1	ActivitiesforYear: <u>  2  </u> FFYGrant:2003 PHAFY:2003			ActivitiesforYear: <u>  3  </u> FFYGrant:2004 PHAFY:2004		
	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedC ost</b>
	LA92 –All I	Operations(1406)	\$90,000			
<b>See</b>	LA92 –All	Management Improvements(1408)	\$20,000	LA92 –All	Management Improvements(1408)	\$1,340
<b>Annual</b>	LA92 –All	Administration(1410)	\$64,213	LA92 –All	Administration(1410)	\$80,485
<b>Statement</b>						
	LA92 –All	Audit(1411)	\$1,400			
	LA92 –All	FeesandCosts(1430)	\$865			
	LA92 –All	DwellingStructures (1460)	\$365,395	LA92 –All	Modernizationand VacancyReduction (1460)	\$533,048
	LA92 –All	DwellingEquipment non-expendable (1465.1)	\$21,000			
	LA92 –006 St.James/Hymel	Non-dwellingStructures (1470)	\$50,000			
	LA92 –All	Relocation(1495.1)	\$12,000	LA92 –All	Relocation(1495.1)	\$10,000
	LA92 –All	Contingency(1502)				
<b>TotalCFPEstimatedCost</b>			\$624,873			\$624,873

**Capital Fund Program Five - Year Action Plan:  
Part II: Supporting Pages — Work Activities**

Activities for Year: __4__ FFY Grant: 2005 PHAFY: 2005			Activities for Year: _5_ FFY Grant: 2006 PHAFY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
LA92 -All	Management Improvements(1408)	\$1,406	LA92 -All	Management Improvements(1408)	\$1,476
LA92 -All	Administration(1410)	\$84,509	LA92 -All	Administration(1410)	\$88,734
LA92 -All	Modernization and Vacancy Reduction (1460)	\$528,958	LA92 -All	Modernization and Vacancy Reduction (1460)	\$524,663
LA92 -All	Relocation(1495.1)	\$10,000	LA92 -All	Relocation(1495.1)	\$10,000
Total CFPEs Estimated Cost		\$624,873			\$624,873

# **AttachmentLA092 -C**

## **2002PUBLICHOUSINGDRUGELIMINATIONPROGRAMPLAN FOR SAINTJAMESPARISHHOUSINGAUTHORITY LUTCHER,LOUISIANA**

# 2002 Public Housing Drug Elimination Program Plan

## ST. JAMES PARISH HOUSING AUTHORITY

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$78,130.00**

**B. Eligibility type (Indicate with an "x")**

N1 \_\_\_\_\_ N2 X R \_\_\_\_\_

**C. FFY in which funding is requested 2001**

**D. Executive Summary of Annual PHDEP Plan**

The major initiatives and activities to reduce drug activity and drug related crimes under the PHDEP Plan are: (1) entering into a contract with the St. James Sheriff's Office to implement an off-duty patrol and community policing program in all six public housing developments using off-duty Deputies; (2) Implementing physical safety improvements as part of a Crime Prevention Through Environment Design (CEPTED) strategy, and; (3) Conduct a series of prevention/intervention activities for youth and adults of SJPHA developments designed to enrich the lives of residents and discourage residents from engaging in drug activity and other crimes related thereto. Finally, remaining PHDEP funds will be used to pay 40% of the PHDEP Coordinator's salary.

**E. Target Areas**

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Oscar Brooks, Convent, Central, St. James -Hymel, Vacherie, Baytree	318	500

**F. Duration of Program**

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months X  
 Other \_\_\_\_\_

**G. PHDEP Program History**

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY1995	\$159,000	LA48DEP0920195	0.00	None	N/A
FY1996	\$158,500	LA48DEP0920196	0.00	Waiver	N/A
FY1997	\$158,000	LA48DEP0920197	0.00	Requested	N/A
FY1998	\$94,800	LA48DEP0920198	\$69,962.50	Requested	2001
FY1999	\$69,941	LA48DEP0920199	\$28,833.00	None	2002
FY2000	\$72,893	LA48DEP0920100	\$72,893.00	None	2003
FY2001	\$78,130	LA48DEP0920101	\$78,130.00	None	2003
FY2002	\$78,130	LA48DEP0920102	\$78,130.00	None	2003

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

The SJPHA has entered into a two-year agreement with the St. James Parish Sheriff's Office for supplemental law enforcement services. Year one of the contract will be funded through the FY2000 PHDEP and year two with funds from the FY2001 PHDEP. It is anticipated that another 2-year agreement will be executed using FY 2002 and FY 2003 funds. The crime prevention strategy is to use off-duty Sheriff's Deputies to conduct vehicular, walking, and bicycle patrols in the six SJPHA developments in an effort to reduce the use and distribution of drugs, and to deter criminal activities related to the drug trade. This strategy includes both reactive law enforcement and a proactive community policing component. To increase physical security, \$3,000 in PHDEP funds will be obligated to activities centered on physical safety needs which will be determined after an assessment of SJPHA properties. Drug prevention and intervention activities will be conducted for all residents based on a work plan that will be developed by SJPHA with resident input. Activities will be targeted at high-risk youth and adults and will include after school programs, Boy/Girl Scouts, sports teams, adult education, and a myriad of drug-prevention events. Approximately 19% of the total FY2002 budget will be used to fund 40% of the PHDEP Coordinator's salary. The salary is prorated to reflect the estimated amount of time this staff person will spend managing the PHDEP activities.

**B. PHDEP Budget Summary**

FY2002 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 -Reimbursement of Law Enforcement	\$49,428
9120 -Security Personnel	0
9130 -Employment of Investigators	0
9140 -Voluntary Tenant Patrol	0
9150 -Physical Improvements	\$3,000
9160 -Drug Prevention	\$11,220
9170 -Drug Intervention	0
9180 -Drug Treatment	0
9190 -Other Program Costs	\$14,482
<b>TOTAL PHDEP FUNDING</b>	<b>\$78,130</b>

### C. PHDEP Plan Goals and Activities

<b>9110 -ReimbursementofLawEnforcement</b>					<b>TotalPHDEPFunding:\$49,428</b>		
Goal(s):	Todecreasethetheincidentsofdruguse/distributionanddrugrelatedcrimesthroughtheuseofenhanced lawenforcementpresence.						
Objectives	Decreaseincrime. Increasethethecommunitiestrustoflawenforcementofficersbyimplementingacommutypolicing program.						
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	PerformanceIndicators
1.Implementoff -duty patrolofsixdevelopments			2002	2004	\$49,428	0.00	Crimestatistics
2.							
3.							

<b>9120 -SecurityPersonnel</b>					<b>TotalPHDEPFunding:\$0.00</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9130 -EmploymentofInvestigators</b>					<b>TotalPHDEPFunding:\$0.00</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$0.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 – Physical Improvements</b>					<b>Total PHDEP Funding: \$3,000</b>		
Goal(s)							
Creates safer communities for all SJPH residents, in all SJPH developments.							
Objectives							
After conducting a physical safety needs assessment and upon advisement of residents, take appropriate action for safety improvements, which may include: lighting, speed bumps, windows, and landscaping.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Secure properties			2001	2003	\$3,000	0.00	Crime statistics/incident reports
2.							
3.							

<b>9160 – Drug Prevention</b>					<b>Total PHDEP Funding: \$11,220</b>		
Goal(s)							
Encourage families, particularly youth, against drug use/selling and associated criminal activities.							
Objectives							
Conduct positive social, cultural, educational, and anti-drug related activities for at-risk youth and adults to dissuade the use of drugs and the accompanying lifestyle.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Educational/cultural programs	500	Youth Adults Elderly	2001	2003	\$11,220	0.00	Reduction in drug use, graffiti, crime, and domestic violence
2.							
3.							

<b>9170 – Drug Intervention</b>					<b>Total PHDEP Funding:</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 –Drug Treatment</b>					<b>TotalPHDEPFunding:\$0.00</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9190 –OtherProgramCosts</b>					<b>TotalPHDEPFunds:\$14,482</b>		
Goal(s)							
ToensuretheefficientmanagementandadministrationofPHDEPactivities							
Objectives							
DedicatethespecifiedportionofastaffmemberstimetoadministeringPHDEP							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.PHDEPmanagement			2001	2003	\$14,482	0.00	Betterprogram managementandtimely reporting
2.							
3.							

**Section3:Expenditure/ObligationMilestones**

BudgetLine Item#	25%Expenditure ofTotalGrant FundsByActivity #	TotalPHDEP Funding Expended(sumof theactivities)	50%Obligation ofTotalGrant FundsbyActivity #	TotalPHDEP Funding Obligated(sumof theactivities)
<i>e.gBudgetLine Item#9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110	1	\$49,428	1	\$49,428
9120				
9130				
9140				
9150	1	\$3,000	1	\$3,000
9160	1	\$11,220	1	\$11,220
9170				
9180				
9190	1	\$14,482	1	\$14,482
<b>TOTAL</b>		\$78,130		\$78,130

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plans submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

# **AttachmentLA092 -D**

## **ADMISSIONSANDCONTINUEDOCCUPANCYPOLICY(ACOP) FOR SAINTJAMESPARISHHOUSINGAUTHORITY LUTCHER,LOUISIANA**

# **AttachmentLA092 -E**

## **LEASEAGREEMENT FOR SAINTJAMESPARISHHOUSINGAUTHORITY LUTCHER,LOUISIANA**

**AttachmentLA092 -F**

**RENTCOLLECTIONPOLICY  
FOR  
SAINTJAMESPARISHHOUSINGAUTHORITY  
LUTCHER,LOUISIANA**

# **AttachmentLA092 -G**

## **PETPOLICY FOR SAINTJAMESPARISHHOUS INGAUTHORITY LUTCHER,LOUISIANA**

# **AttachmentLA092 -H**

## **GRIEVANCEPROCEDURE FOR SAINTJAMESPARISHHOUSINGAUTHORITY LUTCHER,LOUISIANA**

# **AttachmentLA092 -I**

## **MOSTRECENTLYAPPROVEDOPERATINGBUDGET FOR SAINTJAMESPARISHHOUSINGAUTHORITY LUTCHER,LOUISIANA**

# CERTIFICATIONS