

# PHAPlans St.CharlesParishHousing Authority

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

NOTE: THIS PHAP LANS TEMPLATE (HUD50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

**PHA Plan  
Agency Identification**

**PHAName:** St. Charles Parish Housing Authority

**PHANumber:** LA094

**PHAFiscalYearBeginning:** (10/01/03)

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

- Main administrative office of the PHA – 200 Boutte Estates Drive, P.O. Box 448,  
Boutte, LA 70039
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)  
A copy of this plan and supporting documents are available to agencies, institutions, organizations and political subdivisions which may refer clients.

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

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

Other(listbelow)

## 5-YEAR PLAN PHAF ISCAL YEARS 2000 -2004

[24CFRPart903.5]

### A.Mission

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

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

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

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

### B.Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies to 5% and maintain a percentage which is equal to 5% or lower than 5% by 09/30/04: To accomplish this objective, the

St. Charles Parish Housing Authority will take affirmative steps to ensure that units are returned around as quickly as possible. Under "normal" circumstances, we propose to implement a 16 day minimum turnaround.

Year 1:

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

Year 2:

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

Year 3:

**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has accomplished this objective with 7 vacancies, or a 5% vacancy rate.

Year 4:

Year 5:

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

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

Baseline (current score): 83

Year 1: 86.3

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

Financial	12.2 out of 30
Management	24.8 out of 30
Physical	15.4 out of 30
Residents	8.9 out of 10

Year 2: 89.6

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

Financial	23 out of 30
Management	25 out of 30
Physical	29 out of 30
Residents	0 out of 10

Year 3: 92.9

**Progress Report:** As of this submission, The St. Charles Parish Housing Authority has a PHAS score of 85

Financial	25 out of 30
Management	25 out of 30
Physical	29 out of 30
Residents	6 out of 10

Year 4: 96.2

Year 5: 99.5.

- 
- 

Improve voucher management: (SEMAP score)

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

Year 1: Achieve 80% customer satisfaction.

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

Year 2: Achieve 85% customer satisfaction.

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

Year 3: Achieve 90% customer satisfaction.

**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has not met this goal with a resident satisfaction score of 6 out of a possible 10 for a 60% achievement rate.

Year 4: Achieve 95% customer satisfaction.

Year 5: Achieve 100% customer satisfaction.

☒ Concentrate one effort to improve specific management functions by 09/30/99: To accomplish this objective the St. Charles Parish Housing Authority will assure that staff is adequately trained and possess the necessary skills to perform effectively and efficiently. Such management areas as financial management, Admissions and Continued Occupancy, unit inspections, voucher management, and maintenance service delivery will be scheduled on a regular basis to assure continued quality of services. Our implementation schedule is as follows:  
Year 1: Attend at least 4 training sessions rotating staff attendance.

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

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

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

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

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

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

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

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

Year 1: renovate 10 units, upgrade water system

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

Year2:Renovateasfollows:replacelavatories,repairtub/showerareas,replace GFIoutlets,paintunits,replacekitchencabinets,replacefloortile,replacesmoke detectors,replaceheaterventlights,replacewindowsand screens

**ProgressReport:** Asofthisreport,theSt.CharlesPHAisintheprocessof workingonthestateditemsforyearone.ThePHAhasrevisedtheitemsinyear onetoinclude replacinglavatories,repairingtub/showerareas,replacingGFI outlets,paintingunits,replacingkitchencabinets,replacingfloortile,replacing smokedetectors,replacingheaterventlights,replacingwindowsandscreens.

Year3:Renovateunitsasfollows:replacelavatories,repairtub/showerareas, replaceGFIoutlets,replacekitchencabinets,replacefloortile

**ProgressReport:** Asofthisreport,theSt.CharlesPHAisintheprocessof workingonthestateditemsforyeartwo.ThePHAhasrevisedtheitemsinyear onetoinclude replacinglavatories,repairingtub/show erareas,replacingGFI outlets,paintingunits,replacingkitchencabinets,replacingfloortile,replacing smokedetectors,replacingheaterventlights,replacingwindowsandscreens.

Year4:Renovateunitsasfollows:replacekitchencabinets,replacefloortile, replacesmokedetectors,replaceheaterventlights,replacewindowscreens, installbusshelters

Year5:Replaceplayequipment,constructcommunityroom,providelandscaping, installspeedbumps.

- Demolishordisposeofobsoletepublichousing:
- Providereplacementpublichousing:
- Providereplacementvouchers:
- Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

- Providevoucher mobilitycounselingto100%ofparticipatingfamiliesby 09/30/04:Toaccomplishthisobjective,theSt.CharlesParishHousingAuthority proposestocounselallfamiliesonthewaitinglistandallfamiliesinpossession ofboththeLowRentprogramandtheSection8program.Thiswillbe implementedasfollows:

Year1:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

**Progress Report:** Asofthissubmission,theSt.CharlesParishHousing Authorityhasmetthisgoal.

Year2:Counsel20%ofLowRentandSection8familiesonthewaitinglistand inpossession

**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has met this goal.

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

**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has met this goal.

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

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

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

Year 1: Outreach to 5 potential voucher landlords.

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

Year 2: Outreach to 5 additional potential voucher landlords

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

Year 3: Outreach to 5 additional potential voucher landlords

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

Year 4: Outreach to 5 additional potential voucher landlords

Year 5: Outreach to 5 additional potential voucher landlords

- Increase voucher payment standards
- Implement voucher home ownership program:
- Implement public housing or other home ownership programs by providing home ownership counseling to at least 100% of families in possession by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will link with a non-profit organization providing home ownership counseling to families. Topics will include but will not be limited to:
  1. Preparing for home ownership - advantages versus disadvantages, affordability, examining credit reports
  2. Shopping for a home - deciding new versus old, finding the right house, negotiating the purchase, submitting the offer, terms of the contract, conducting an appraisal, home inspection
  3. Obtaining a mortgage - shopping for a loan, the mortgage checklist, applying for a loan, loan processing
  4. Loan closing - preparing for closing, the actual closing documents

5. Life as a homeowner -settling in, maintenance, financial management, tax planning, home equity, re-financing, pre-paying the mortgage  
We propose to implement as follows:

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

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

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

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

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

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

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

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

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing at least 20 higher income public housing households into lower income developments by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will revise its Admissions and Occupancy Policy to include steps to deconcentrate poverty and seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties. Based on an analysis, the St. Charles Parish Housing Authority does not have properties with significant numbers of higher-income families. Rather, our PHA desires for all of its families to enjoy a greater percentage of working families. With this in mind, the St. Charles Parish Housing Authority intends to increase the number of working families over the next five years. This will afford a mix of income levels among the lower-income families and the higher-income families.  
Year 1:

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

Year2:

**ProgressReport** :Asofthisreport,theSt.CharlesParishPHAisexemptfrom thisgoal.

Year3:

**ProgressReport** :Asofthisreport,theSt.CharlesParishPHAisexemptfrom thisgoal.

Year4:

Year5:

- Implementmeasurestopromoteincomemixinginpublichousingbyassuring accessforatleast20lowerincomefamiliesintohigherincomedevelopmentsby 09/30/04:Toaccomplishthisobjective,theSt.CharlesParishHousingAuthority willreviseitsAdmissionsandOccupancyPolicytoincludestepstodeconcentrate povertyandseekopportunitiestoincrease thenumberofhigher-incomefamilies inlower-incomepropertiesandlower-incomefamiliesinhigher-income properties.Basedonanalysis,theSt.CharlesParishHousingAuthoritydoesnot havepropertieswithsignificantnumbersofhigher-incomefamilies.Rather,our PHAdesiresforallofitsfamiliespropertytoenjoyagreaterpercentageof workingfamilies.Withthisinmind,theSt.CharlesParishHousingAuthority intendstoincrease thenumberofworkingfamilies toatleast20overthenextfive years.Thiswillaffordamixofincomelevelsamongthelower-incomefamilies andthehigher-incomefamilies.

Year1:

**ProgressReport** :Asofthisreport,theSt.CharlesParishPHAisexemptfrom thisgoal.

Year2:

**ProgressReport** :Asofthisreport,theSt.CharlesParishPHAisexemptfrom thisgoal.

Year3:

**ProgressReport** :Asofthisreport,theSt.CharlesParishPHAisexemptfrom thisgoal.

Year4:

Year5:

- Implementpublichousingsecurityimprovements
- Designateddevelopmentsorbuildingsforparticularresidentgroups(elderly, personswithdisabilities)
- Other:(listbelow)

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

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

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

Year 1: Assist at least 5 residents to become employed

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

Year 2: Assist an additional 5 residents

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

Year 3: Assist an additional 5 residents

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

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

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

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

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

Year 2: Assist an additional 5 residents

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

Year 3: Assist an additional 5 residents

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

Year 4: Assist an additional 5 residents

Year 5: Assist an additional 5 residents

- Provide or attract support services to increase independence for at least 10 elderly families and at least 7 families with disabilities by 09/30/04. To accomplish this objective, the St. Charles Parish Housing Authority will take affirmative measures to attract support services for the elderly and those with disabilities. We will link with transportation providers, meals programs, health care providers, and social services agencies in an effort to provide the needed support services. Our implementation schedule is as follows:  
 Year 1: Assist at least 5 residents to acquire support services  
**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has met this goal by informing residents of available local assistance programs by posting their literature and has offered to assist with contacting these agencies for required services.
- Year 2: Assist an additional 5 residents  
**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has met this goal by informing residents of available local assistance programs by posting their literature and has offered to assist with contacting these agencies for required services.
- Year 3: Assist an additional 5 residents  
**Progress Report:** As of this submission, the St. Charles Parish Housing Authority has met this goal by informing residents of available local assistance programs by posting their literature and has offered to assist with contacting these agencies for required services.
- Year 4: Assist an additional 5 residents
- Year 5: Assist an additional 5 residents
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
 Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability for 100% of families in possession and 100% of families on the waiting list by 09/30/04: To accomplish this objective, the St. Charles Parish Housing Authority will implement the following:  
 Post in conspicuous places such as bulletin boards, churches, grocery stores, department stores, civic and other organizations, aspects of equal opportunity and fair housing as provided by the St. Charles Parish Housing Authority (CPHA), distribute flyers about fair housing provided by your PHA, provide copies of fair housing literature to persons on the

waiting list as well as those in possession, provide counseling to landlords about fair housing. Our implementation schedule is as follows:

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

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

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

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

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

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

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

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

- Undertake affirmative measures to provide a suitable living environment for 100% of families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability by 09/30/04:
- Undertake affirmative measures to ensure accessible housing to 100% of persons with all varieties of disabilities regardless of unit size required by 09/30/04: To accomplish this objective the St. Charles Parish Housing Authority will take affirmative steps to assure that persons with disabilities have access to housing. This will be accomplished by assuring that a minimum of 5% of four low rent units are in compliance with Section 504 of the American Disabilities Act, that where possible, units are equipped with devices for the visually and hearing impaired, and insuring that the office is equipped for accessibility, and pathway to the office provide a direct path for easy access.

Year 1:

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

Year 2:

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

Year 3:

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

Year 4:

Year 5:

Other:(listbelow)



**AnnualPHA Plan  
PHAFiscalYear2003**

[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250Public HousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesanddiscretionarypolicies the PHAhasincludedintheAnnualPlan.

OnOctober8,1998,CongresspassedtheQualityHousingandWorkResponsibilityAct(QHWRA)of 1998.Itwasattachedtothe1999HUDAppropriationsActandsignedintolawbythePresidentonOctober21, 1998.Itamends,ratherthanrepeals,theUnitedStatesHousingActof1937.

IndevelopingQHWRA,Congressfoundthatthereexistssthroughoutthenationaneedfordecent,safe, andaffordablehousing.Further, itfoundthattheinventoryofpublichousingunitsowned,oroperatedbypublic housingagencies,anassetwhichtheFederalGovernmenthasinvestedover\$90billiondollars,has traditionally providedrentalhousingthatisaffordabletolow -incomepersons.Despiteservingthiscriticalfunction,the publichousingssystemisplaguedbyaseriesofproblems,includingconcentrationofverypoorpeopleinvery poorneighborhoodsandlackofincentivesforeconomicself -sufficiency.TheFederalmethodofoverseeing everyaspectofpublichousingbydetailedandcomplexstatutesandregulationshasaggravatedtheproblem andhasplacedexcessiveadministrativeburdensonpublichousingagencies.Finally,Congresshasconcludedthat theinterestsoflow -incomepersons,andthepublicinterestwillbestbeservedbyareformedpublichousing programwhichconsolidatesmanypublichousingprogramsintoprogramsfortheoperationandcapitalneedsof publichousing;streamlinesprogramrequirements;vestsinpublic agencies thatperformwillinmaximum feasibleauthority,discretion,andcontrolwithappropriateaccountabilitytopublichousingresidents,localities, andgeneralpublic;andrewardemploymentandeconomicself -sufficiencyforpublichousingresidents.

ThepurposeofthisAgencyPlanistoprovideguidancefortheSt.CharlesParishHousingAuthorityin promotinghomeswhichareaffordabletolow -incomefamiliesinsafeandhealthyenvironments,andthereby contributingtothesupplyofaffordablehousingforourfiscalyears2000through2004.Through implementationofthisAgencyPlan,theSt.CharlesParishHousingAuthoritywillbeenabledtoperformasa

St.CharlesParishHousingAuthorityHUD50075

property and asset manager; have more flexible use of Federal assistance; be able to leverage and combine assistance amounts with amounts obtained from other sources; facilitate mixed income communities and decrease concentrations of poverty; create incentives and economic opportunities for residents.

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

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

**iii. Annual Plan Table of Contents**

[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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**Attachments**

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

Required Attachments:

**Attachments**

- Attachment A: Capital Fund Program Performance & Evaluation Report FY2000 for 3/31/03 58- 63
- Attachment B: Capital Fund Program Performance & Evaluation Report FY2001 for 3/31/03 64- 67
- Attachment C: Capital Fund Program Performance & Evaluation Report FY2002 for 3/31/03 68- 73
- Attachment \_\_: Capital Fund Program Replacement Housing Factor Annual Statement

<input type="checkbox"/>	Attachment__:PublicHousingDrugEliminationProgram (PHDEP)Plan	
<input checked="" type="checkbox"/>	AttachmentD:CapitalFundProgramAnnualStatementFY2003	74- 79
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<input checked="" type="checkbox"/>	Other(Listbelow,providingeachattachmentname)	

### Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include 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 include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1. PHA Board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Others supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income ≤ 30% of A MI	1,361	5	5	5	5	5	5
Income > 30% but	2,509	4	3	4	3	4	3

<b>Housing Needsof FamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
<=50%ofAMI							
Income>50%but <80%ofAMI	3,636	3	2	2	2	2	2
Elderly	3,134	4	4	4	4	4	4
Familieswith Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	31,638	1	1	2	2	1	2
Race/Ethnicity – Black	10,253	4	3	4	3	4	3
Race/Ethnicity – NativeAmerican	113	3	3	3	3	3	3
Race/Ethnicity – Asian	177	3	3	3	3	3	3
Race/Ethnicity – Hispanic	1,070	3	4	3	4	3	4

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) data set  
 American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
U.S. Census Bureau data for the 1990 census for St. Charles Parish and the City of Boutte.

## **B. Housing Needsof Families on the Public Housing and Section 8 Tenant -Based Assistance Waiting Lists**

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

<b>Housing Needsof Families on the Waiting List</b>
---

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant -based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site -Based or sub -jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	72		12
Extremely low income <= 30% AMI	71	99%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	43	73%	
Elderly families	0	.02%	
Families with Disabilities			
Race/ethnicity – Black	67	90%	
Race/ethnicity – White	5	1%	
Race/ethnicity – Hispanic	2	1%	
Race/ethnicity – Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	39	54%	3
2BR	24	33%	3
3BR	7	10%	4
4BR	2	3%	2
5BR	0		

Housing Needs of Families on the Waiting List			
5+BR	0		
Isthe waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: Open for Low Rent, and closed for Section 8 How long has it been closed (# of months)? Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant -based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	351		15
Extremely low income <= 30% AMI	269	77%	
Very low income (> 30% but <= 50% AMI)	82	23%	
Low income (> 50% but < 80% AMI)	0	0%	
Families with children	351	100%	
Elderly families			
Families with Disabilities			
Race/ethnicity – Black			
Race/ethnicity – White			

### Housing Needs of Families on the Waiting List

Race/ethnicity – Hispanic			
Race/ethnicity – Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	69	20%	3
2BR	210	60%	9
3BR	61	17%	2
4BR	11	3%	1
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: Open for Low Rent, and closed for Section 8 How long has it been closed (# of months)? 1 Does the PHA expect to reopen the list in the PHA Plan year? <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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose 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:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$196,424	
b) Public Housing Capital Fund	222,171	
c) HOPE VIV Revitalization		
d) HOPE VID Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,742,154	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
		Modernization activities
<b>3. Public Housing Dwelling Rental Income</b>	151,640	Administrative expenses
<b>4. Other income</b> (list below)		
Interest	10,550	Investment
<b>Other Income</b>	7,290	Investment
<b>4. Non -federal sources</b> (list below)		
<b>Total resources</b>	2,330,229	PHA Operations

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

[24CFR Part 903.79(c)]

**A. Public Housing**

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

**(1) Eligibility**

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

**(2) Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of the list 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 OH circumstances will transfer take precedence over new admissions? (list below)

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

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 on behalf 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 reprisal or hate crimes
- Other preference(s) (list below): 40% of families with 30% of median income; 30% of families with 50% of median income; and 30% of families with 80% of median income will have first priority

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

**SEE ATTACHMENT G**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
Boutte, Hahnville, and Des Allemands complexes
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
Boutte, Hahnville and Des Allemands complexes
- Other (list policies and 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 answers to the previous questions were yes, how would you describe these changes? (select all that apply)

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:  
Unit unavailability and medical reasons

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant -based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

- Substandard housing
- Homelessness
- High rent burden (rent is >50 percent of income)

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.79(d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

Elderly and handicapped

e. Ceiling rents

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

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

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

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

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

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

f. Rent redetermination:

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) \$40.00 per month
- Other (list below)

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

## (2) Flat Rents

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

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

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

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

## (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other(listbelow)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

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

units; and the Des Allemands Complex is comprised of 12 units. All sites are relocated within seven (7) miles of each other.

The Executive Director also provides overall supervision for the Section 8 program, which is managed by a Section 8 Program Manager II, who administers 305 Section 8 Vouchers, and supervises a Section 8 Program Manager I. All positions, except that of the Executive Director's position are under the auspices of the State of Louisiana Civil Service Classified Employees System.

**B. HUD Programs Under PHA Management**

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

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

**C. Management and Maintenance Policies**

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

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

## **6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

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

-Only PHAs are exempt

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

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

## **7. Capital Improvement Needs**

[24CFRPart903.79(g)]

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

Component 8.

### **A. Capital Fund Activities**

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

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

St. Charles Parish Housing Authority HUD 50075

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**Annual Plan**

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

Select one:

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

-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**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

Yes  No: a) Has the PHA received a HOPEVI revitalization grant (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

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 HOPEVI Revitalization grant in the Plan year?  
If yes, list development name/s below:

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

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

### **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24CFR Part 903.79(i)]

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

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

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

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

<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24CFR Part 903.79(j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUDFY1996 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 HUDFY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved 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**

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

**11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description  
(Complete one for each development affected)**

1a. Development name:

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

## B. Section 8 Tenant Based Assistance

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

St. Charles Parish Housing Authority HUD50075

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

[24CFR Part 903.79(1)]

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

-Only

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, What was the date that agreement was signed?

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

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

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

#### **(1) General**

##### a. Self -Sufficiency Policies

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

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

##### b. Economic and Social Self -sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self -sufficiency of residents? (If "yes", complete the following



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

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

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

[24CFR Part 903.79(m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

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

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

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

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

- Contracting without site 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)

**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 a dotherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above -baseline law enforcement services
- Other activities (list below)

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**15. Civil Rights Certifications**

[24CFRPart903.79(o)]

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

**16. Fiscal Audit**

[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? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24CFRPart903.79(q)]

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

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

**18. Other Information**

[24CFRPart903.79(r)]

**A. Resident Advisory Board Recommendations**

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

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

Attached as Attachment

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portion of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe) Candidates appointed by the Parish President.

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

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

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

1. Consolidated Plan jurisdiction: Office of Community Development, State of Louisiana, Division of Administration, P.O. Box 94095, State Capitol Annex, Baton Rouge, LA 70804 -9095

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Reduction of vacancy rate; improved management functions; provision of homebuyer counseling; renovation of public housing; provision of supportive services for families, elderly and persons with disabilities; increased employment for persons living in public housing; deconcentration of poverty and provision of income mixing.
- Other: (list below)

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

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

#### **D. Other Information Required by HUD**

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



## Attachment A

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHAName:</b> St. Charles Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: LA48P09450100 Capital Fund Program 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 type="checkbox"/> Revised Annual Statement (revision no:    )						
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:    3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Lin No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non -CFP Funds					
2	1406 Operations	\$3,224.00	\$3,224.00	\$3,224.00	\$.00	
3	1408 Management Improvements	\$6,435.19	\$6,435.19	\$6,435.19	\$6,081.59	
4	1410 Administration	\$910.02	\$910.02	\$910.02	\$905.58	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$22,363.00	\$22,363.00	\$22,363.00	\$22,363.00	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$194,500.01	\$194,500.01	\$194,500.01	\$194,500.01	
11	1465.1 Dwelling Equipment — Nonexpendable	\$7,297.78	\$7,297.78	\$7,297.78	\$7,297.78	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$234,730.00	\$234,730.00	\$234,730.00	\$231,147.96	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					
23	Amount of line 20 Related to Security — Soft Costs					
24	Amount of line 20 Related to Security — Hard Costs					

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: St. Charles Parish Housing Authority	Grant Type and Number Capital Fund Program: LA48P09450100 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 3/31/03     
  Final Performance and Evaluation Report

Lin No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expense or Debt Service				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAN Name: St. Charles Parish Housing Authority		Grant Type and Number Capital Fund Program #: LA48P09450100 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	1	3,224	3,224	3,224	0	Transferred
	Management Improvements - Staff & Board Training	1408	1	6,435.19	6,435.19	6,435.19	6,081.59	In Progress
	Administration - Advertise	1410	2	910.02	910.02	910.02	905.58	
	Fees & Costs - Hire Coordinator	1430	1	22,363	22,363	22,363	22,363	Hired
	Dwelling Structures: Replace lavatories at 47 units @ \$75 = \$3,525	1460	1	194,500.01	194,500.01	194,500.01	194,500.01	Completed
	Repair tub/shower area at 5 units @ \$500 each = \$2,500; repair tub faucets @ 40 units @ 75 each = \$3,000							
	Replace GFI: 7 units @ \$35 = \$245							
	Paint units: 9 @ \$500 = \$4,500							
	Replace kitchen cabinets: 20 units @ \$1,300 each = \$24,000; replace countertops @ 6 units @ \$400							
	Replace floors: 14 @ \$600 = \$8,400							
	Replace smoke detectors: 2 @ \$35 = \$75							
	Replace heater/vent/lights: 45 units @ \$200 each = \$9,000							
	Replace windows & screens: 45 units @ \$1,050 each = \$46,938							
	Replace doors & locks @ 11 units @ \$500 = \$5,500							
	Repair holes @ walls & ceiling @ 7 units @ 100 = \$700							

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHAName: St.CharlesParishHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgram#: LA48P09450100 CapitalFundProgram ReplacementHousingFactor #:			<b>FederalFYofGrant:</b> 2000			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
	Removetriphazards@9units@100=\$900							
	TreatforInfestation@5units@200=\$1,000							
	Replacelightfixtures@4units@75=\$300							
	Replaceleakingfaucets@4units@75=\$300							
	Replaceoutlet/switchplates@3units@5=\$15							
	Repairexposedwires@3units@150=\$450							
	Replaceroofs@\$22,357.01							
	Replacedoorhardware@90%ofdoors@812doors @25=\$20,300							
	Weatherstrip100%exteriordoors@258@50=\$12,900							
	Repair&paint90%damagedexteriordoors@232@100=\$23,200							
	Replaceranges@\$7,297.78	1465	22	7,297.78	7,297.78	7,297.78	7,297.78	
	<b>TOTAL</b>			<b>234,730</b>	<b>234,730</b>	<b>234,730</b>	<b>231,147.96</b>	





## Attachment B

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: St. Charles Parish Housing Authority		Grant Type and Number Capital Fund Program: LA48P09450101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input 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: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Lin No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$23,000.00	\$23,000.00	\$23,000.00	\$23,000.00
3	1408 Management Improvements	\$10,000.00	\$10,000.00	\$10,000.00	\$3,150.00
4	1410 Administration	\$500.00	\$500.00	\$500.00	\$25.08
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,456.00	\$25,456.00	\$25,456.00	\$17,928.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$28,200.00	\$28,200.00	\$28,200.00	\$.00
10	1460 Dwelling Structures	\$152,272.00	\$152,272.00	\$152,272.00	\$6,719.33
11	1465.1 Dwelling Equipment — Nonexpendable	\$.00	\$.00	\$.00	\$.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$239,428.00	\$239,428.00	\$239,428.00	\$50,822.41
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security — Soft Costs				
24	Amount of line 20 Related to Security — Hard Costs				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHAName: St. Charles Parish Housing Authority	Grant Type and Number Capital Fund Program: LA48P09450101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 3/31/03     
  Final Performance and Evaluation Report

Lin No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expense or Debt Service				

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

PHAN Name: S t. Charles Parish Housing Authority		<b>Grant Type and Number</b> Capital Fund Program#: LA48P09450101 Capital Fund Program Replacement Housing Factor#:			<b>Federal FY of Grant:</b> 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	1	23,000	23,000	23,000	23,000	Transferred
	Management Improvements -Staff & Board Training	1408	1	10,000	10,000	10,000	3,150	In Progress
	Administration -Advertise	1410	2	500	500	500	25.08	
	Fees & Costs - Hire Coordinator	1430	1	25,456	25,456	25,456	17,928	Hired
La94 -1	Site Improvements - Sidewalks & curbs	1450	1	28,200	28,000	28,200	0	
	Dwelling Structures: Replace lavatories at 40 units @ \$75=\$3,000	1460	1	152,272	152,272	152,272	6,719.33	In Progress
	Repair tub/shower area at 40 units @ \$500 each=\$20,000							
	Replace GFI: 50 units @ \$35=\$1,750							
	Paint units: 25 @ \$600=\$15,000							
	Replace kitchen cabinets: 40 units @ \$1,200 each=\$48,000							
	Replace countertops: 6 @ \$400 & 1 @ \$1,200=\$3,600 (88,65,53,243,257,263,268 w/cabinets)							
	Replace floors: 40 @ \$600=\$24,000							
	Replace smoke detectors: 40 @ \$35=\$1,400							
	Replace heater/vent/lights: 40 units @ \$191 each=\$7,622							
	Replace windows & screens: 40 units @ \$1,050 each=\$31,500							
<b>TOTAL</b>				239,428	239,428	239,428	50,822.41	



**Attachment C**

<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>					
PHA Name: St. Charles Parish		Grant Type and Number Capital Fund Program Grant No: LA48P09450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters / Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <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	\$22,000.00	\$22,000.00	\$0	\$0
4	1410 Administration	\$10,000.00	\$10,000.00	\$0	\$0
5	1411 Audit	\$500.00	\$500.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$22,217.00	\$22,217.00	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$28,200.00	\$28,200.00		
10	1460 Dwelling Structures	\$139,254.00	\$139,254.00	\$0	\$0
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$222,171.00	\$222,171.00	\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHAName: St. Charles Parish	Grant Type and Number Capital Fund Program Grant No: LA48P09450102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  
  Reserve for Disasters / Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/03  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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: St.CharlesParish		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P09450102 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2002		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedC ost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	ManagementImprovements –Staff& boardTraining	1408	1	\$22,000	\$22,000	\$0	\$0	
HA-Wide	Administration	1410	1	\$10,000	\$10,000	\$0	\$0	Staff Training
HA-Wide	Audit	1411	1	\$500	\$500	\$0	\$0	
HA-Wide	HireProjectCoordinator	1430	1	\$22,217	\$22,217	\$0	\$0	
LA-094	SiteImprovements –Sidewalks&Curbs	1450	1	\$28,200	\$28,200	\$0	\$0	Deletewater system – Add sidewalks andcurbs
LA-094	Renovateunitsasfollows:	1460	1	\$139,254	\$139,254	\$0	\$0	
	Replacelavatoriesat35units@\$75 each=\$2,625							
	Repairtub/showerarea@35units@ \$500each=\$17,500							
	ReplaceGFIoutlets@40units@\$35 each=\$1,400							
	Paint30units@\$600each=\$18,000							
LA094	Replacekitchencabinets@33units@ \$1,200each=\$39,600							
	Replacefloortile@30units@\$600 each=\$18,000							
	Replacesmokedetectors@30units@ \$35each=\$1,050							

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

PHAName: St.CharlesParish		<b>Grant Type and Number</b> CapitalFundProgramGrantNo: LA48P09450102 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedC ost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replaceheaterventlights@50units@ \$191each=\$9,579							
	Replacewindowsandscreens@30units @\$1,050each=\$31,500							
	TOTAL			239,428	\$239,428	\$0	\$0	





**AttachmentD**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
PHAName:St.CharlesParish		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P09450103 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2003
<input checked="" type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:    ) <input type="checkbox"/> PerformanceandEvaluation ReportforPeriodEnding: <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	\$22,000			
3	1408ManagementImprovements	\$10,000			
4	1410Administration	\$500			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	\$22,217			
8	1440SiteAcquisition				
9	1450SiteImprovement	\$28,200			
10	1460DwellingStructures	\$139,254			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	\$222,171			
22	Amountoffline21RelatedtoLBPActivities				
23	Amountoffline21RelatedtoSection504compliance				
24	Amountoffline21RelatedtoSecurity –SoftCosts				
25	AmountofLine21RelatedtoSecurity – HardCosts				

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

PHAName: St. Charles Parish	Grant Type and Number Capital Fund Program Grant No: LA48P09450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
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: St.CharlesParish		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: LA48P09450103 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2003			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimate dCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	1	\$22,000				
HA-Wide	ManagementImprovements:Staff Training	1408	1	\$10,000				
HA-Wide	AdvertiseforProjectCoordinator& Contractor	1410	2	\$500				
HA-Wide	HireProjectCoordinator	1430	1	\$22,217				
LA-094	Walkways&Curbs@\$28,200	1450	1	\$28,200				
LA-094	Renovateunitsasfollows:	1460	1	\$139,254				
	Replacelavatoriesat33units@\$75 each=\$2,475							
	Repairtub/showerarea@33units@\$450each=\$14,850							
	ReplaceGFOutlets@33units@\$35 each=\$1,155							
	Paint33units@\$600each=\$19,800							
LA094	Replacekitchencabinets@33units@\$1,200each=\$39,600							
	Replacefloor@33units@\$575 each=\$18,975							
	Replacesmokedetectors@33units@\$35each=\$1,155							
	Replaceheaterventlights@33units@\$198each=\$6,594							
	Replacewindowsandscreens@33units@\$1,050each=\$34,650							

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

PHAName: St.CharlesParish		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P09450103 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2003			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimate dCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
	TOTAL			222,171				





## Attachment E

### Capital Fund Program Five - Year Action Plan

#### Part I: Summary

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







**Required Attachment F**  
**Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:  
Seven Champagne

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): 2001 through 2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):.

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

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

**Required Attachment G**  
**Membership of the Resident Advisory Board or Boards**

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

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

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

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

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

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

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

## Required Attachment H Deconcentration Policy for Covered Developments

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

### Deconcentration Policy for Covered Developments

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

**ATTACHMENT I**

**COMPONENT 10(b) Voluntary Conversion Initial Assessments**

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

Development Name	Number of Units

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