

# StMaryParishGovernment Section8 HousingChoiceVoucherProgram

## InternetSubmittalofPHAAgencyPlan

### **2003AnnualPlan**

APartofthe5 -YearAgencyPlan forFY2000 -2004

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

**PHA Plan  
Agency Identification**

**PHAName:** StMaryParishGov'tSection8HousingChoiceVoucher Program

**PHANumber:** LA220

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2003

**Public Access to Information**

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

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

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

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below) Office of Community Design Group in Morgan City

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

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

# 5-YEAR PLAN

## PHAF ISCAL YEARS 2000 -2004

[24CFRPart903.5]

### A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the St Mary Parish Government Section 8 Housing Choice Voucher Program is to provide assistance to obtain adequate and affordable housing without discrimination for low -income and very low -income families, and for the elderly and for persons with disabilities.

### 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. When selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS 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:
  - Leverage private or other public funds to create additional housing:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing (Also Additional below)  
Objectives:
- Improve public housing management: ( PHAS score)
  - Improve voucher management: (SEMAP score) 90

SMPHO will continue to work to resolve technical problems with MTCS and strive to achieve a minimum SEMAP score of 90.

- Increase customer satisfaction:

- Concentrate effortsto improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment (Also Additional Below)

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: (PHDEP Grant)
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistancerecipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other:(list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other:(list below)

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

Other Goals and Objectives developed by the St Mary Parish Gov't Section 8 Housing Choice Voucher Program are designed to accomplish the mission stated above in a professional and fiscally prudent manner as follows:

**Goal One:** Increase the availability of decent, safe, and sanitary rental housing that is affordable for lower income families.

### **Objectives:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue additional rental vouchers when they become available.

2. The St Mary Parish Government Section 8 Housing Choice Voucher Program will develop partnerships with other providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

The SMPHO has negotiated a partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. They will also agree to continue with the program, being monitored regularly by the staff of Chez Hope for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include weekly inspections, housing and money management training, parenting classes, participation of the children in the Boys and Girls Club and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will have a restraining order enforced against the person that was the source of the abuse. Failure to uphold this restraining order will result in termination from the program.

**Goal Two:** To improve the quality of assisted housing available to participants of the St Mary Parish Government Section 8 Housing Choice Voucher Program.

### **Objectives:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 Housing Choice Voucher Program. (SEMAP)

SMPHO will institute new monitoring procedures to ensure that documents submitted to the HUD MTCS Reporting System over the Internet are actually being received in their entirety.

2. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with its efforts to improve tenant accountability to obligations to landlords and the Section 8 Housing Choice Voucher Program.

3. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue potential voucher landlords that will make a quality rental units available to program participants.

**Goal Three:** The St Mary Parish Government Section 8 Housing Choice Voucher Program shall promote self-sufficiency and home ownership opportunities using Section 8 resources.

**Objectives:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall participate in partnerships with other local agencies in the form of unit set-asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment.
2. In the initial Annual Plan a second goal for the St Mary Parish Government Section 8 Housing Choice Voucher Program was to apply for a minimum of ten new housing vouchers, if available, to develop a home ownership program under home ownership provisions of the Section 8 Housing Choice Voucher Program in force at that time, with specific preference to lower income working families.

Mr Firmin, Program Administrator attended a Section 8 Homeownership Program workshop for the purpose of implementing this objective. The Sec 8 homeownership program has been initialized by HUD in a format that is different than anticipated when this objective was developed. There will be no new vouchers specifically for homeownership but rules have been established for use of existing vouchers for that purpose. Discussion with others about implementing such a plan in such a small agency with the need for rental units as it is has delayed that issue even further such that the Objective #2 of Goal Three is restated as follows:

2. By September 30, 2004, The St Mary Parish Government Section 8 Housing Choice Voucher Program shall develop guidelines under current HUD regulations for the implementation of a home ownership program using the Section 8 vouchers for up to five families, with specific preference to lower income working families, that have been on the Section 8 Housing Choice Voucher Program for at least 12 months, and who make less than 80% of the parish median income.

**Annual PHA Plan and  
PHA Fiscal Year 2003**  
[24CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(r)]

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

Attachment "A" (Page 43)

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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

**Table of Contents**

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**Attachments**

Indicate which attachments are provided by selecting  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:**

- Resident Member on the PHA Governing Board (Attachment "D") Page 50
- Membership of the Resident Advisory Board (Attachment "E") Page 51
- Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board - approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart (Attachment "C") Page 49
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Executive Summary (Attachment "A") Page 43
  - Housing Needs and PHA Strategy (Attachment "B") Page 46

**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 ePHA Plans and Related Regulations	5 Year and Annual Plans

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report ( HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <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

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

## 1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	2,333	5	5	3	1	5	2
Income > 30% but ≤ 50% of AMI	1,046	4	5	3	1	5	2
Income > 50% but < 80% of AMI	160	3	3	3	1	4	2
Elderly	804	5	4	3	1	3	2
Families with Disabilities	291	4	3	3	1	3	2
White	1,610	3	2	3	1	3	2
Black	2,414	5	5	3	1	5	2
Hispanic	39	3	3	3	1	4	2
Asian	20	3	3	3	1	4	2

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: 1999

- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy (“CHAS”)dataset
- AmericanHousingSurveydata Indicateyear:
- Otherhousingmarketstudy Indicateyear:
- Othersources:(listandindicateyearofinformation)

**B. HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists**

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

Housing Needsof 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	344		70
Extremely low income <=30% AMI	261	75.9	
Very low income (>30% but <=50% AMI)	67	19.5	
Low income (>50% but <80% AMI)	16	4.7	
Families with children	328	95.3	
Elderly families	3	0.9	
Families with Disabilities	9	2.6	
White	130	37.8	
Black	211	61.3	
Hispanic	2	0.6	
Asian	1	0.3	

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

### C. Strategy for Addressing Needs

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

See Attachment "B" Page 46

#### (1) Strategies

**Need: Shortage of affordable housing for alleligible populations**

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

Select all that apply

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

- Maintain or increase section 8 lease -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 the 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 Housing Choice Voucher 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		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	451,442	
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>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
Parish Funds	10,000	
<b>Total resources</b>	<b>461,442</b>	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent

3A.

#### **(1)Eligibility**

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)5

Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)

Other:(describe)

WhenPlace donwaitinglist.

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

CriminalorDrug -relatedactivity

Rentalhistory

Housekeeping

Other(describe)

c.  Yes  No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthrough anNCIC - authorizedsource)

#### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousetoorganizeitpublichousingwaitinglist (selectallthatapply)

Community-widelist

Sub-jurisdictionallists

Site-basedwaitinglists

Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

PHAmainadministrativeoffice

PHAdevelopmentssitemanagementoffice

Other(listbelow)

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ 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.

**X Date and Time**

**Former Federal preferences:**

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

**Other preferences (select all that apply)**

- 3  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
- 4  Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

**4. Relationship of preferences to income targeting requirements:**

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal

- Anytime family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing Omit**

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

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

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and development targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

- PHA main administrative office
- Other (list below) Office of Community Design Group in Morgan City, LA

**(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:

When family has difficulty in finding a unit or has for reasons beyond their control not been able to pursue their search timely

**(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 Housing Choice Voucher Program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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

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

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

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

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

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

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special purpose Section 8 Housing Choice Voucher 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) Through Agency participating with Special Purpose Program

## **4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component 4A.

#### **(1)IncomeBased RentPolicies**

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/sand circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/sand circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rentre -determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.Ifthepaymentstandardishigherthan FMR,whyhasthePHAchosenthislevel?  
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincr easehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderini tsassessmentoftheadquacyofits paymentstandard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

**(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?( ifyes,listbelow)

1. Whenthroughnofaultoftheirown,thefamilyhaslosteligibilityfororisawaitingan eligibilitydeterminationforaFederal,Stateorlocalassistanceprogram;

2. Whenthroughnofaultoftheirown,thefamily hasbeensubstantially decreased(50%ormore)becauseoflossofemploymentorextraordinarychanged circumstances;

3. Whenthroughnofaultoftheirown,thefamilyhasanincreaseinexpensesbecauseof extraordinarychangedcircumstances,suchasfo rmedicalcosts,extraordinarytransportation costs,jobrelatededucationexpense,orsimilaritems;

4. When a death has occurred in the immediate family or a parent of the head of household or that of the spouse.

**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. **Attachment "C" – Page 48**
- A brief description of the management structure and organization of the PHA follows: HA

**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	NA	
Section 8 Vouchers	200	50
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
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) Section 8 Management: (list below)

## Section 8 Administrative Plan

### **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

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

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan

or-

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

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

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR 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: <u>  </u>	
5. Number of units affected: <u>  </u>	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. <u>  </u>	
b. <u>  </u>	

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(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. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

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

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**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.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

## **A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAapplied orplantoapplytoadministeranyhomeownershipprograms undersection5(h),theHOPEIprogram,orsection32ofthe U.S.HousingActof1937(42U.S.C.1437z -4).(If“No”,skip tocomponent11B;if“yes”,completeoneactivitydescription foreachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

### 2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforth iscomponentinthe **optionalPublicHousing AssetManagementTable**?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>	
1a.Developmentname:	
1b.Development(project)number:	
2.FederalProgramauthority:	<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Application status:(selectone)	<input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)	
5. Numberofunitsaffected:	
6.Coverageofaction:(selectone)	<input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

## B. Section 8 Tenant Based Assistance

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

Mr Firmin, Program Administrator attended a Section 8 Homeownership Program workshop for the purpose of implementing this objective. The Sec 8 homeownership program has been initialized by HUD in a format that is different than anticipated when this objective was developed. There will be no new vouchers specifically for homeownership but rules have been established for use of existing vouchers for that purpose. Discussion with others about implementing such a plan in such a small agency with the need for rental units as it is has delayed that issue even further such that the Objective #2 of Goal Three is restated as follows:

2. By September 30, 2004, The St Mary Parish Government Section 8 Housing Choice Voucher Program shall develop guidelines under current HUD regulations for the implementation of a homeownership program using the Section 8 vouchers for up to five families, with specific preference to lower income working families, that have been on the Section 8 Housing Choice Voucher Program for at least 12 months, and who make less than 80% of the parish median income.

### 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. Not sure yet.

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

If yes, list criteria below:

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

[24CFR Part 903.79(1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

### **B. Services and programs of interest 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



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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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(describ below)

2. What information or data did the PHA used 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 with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at -risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

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

### **C. Coordination between PHA and the police**

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

Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan

Police provide crime data to housing authority staff for analysis and action

Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Policeregularlytestifyinandotherwisesupportevictioncases
  - PoliceregularlymeetwiththePHAmangementandresidents
  - AgreementbetweenPHAandlocalawenforcementagencyforprovisionof above-baselinelaw enforcementservices
  - Otheractivities(listbelow)
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 the 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 FY2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

**14. PET POLICY**

[24CFR Part 903.79(n)]

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17.PHAAssetManagement**

[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 **optional** Public Housing Asset Management Table?

## **18.OtherInformation**

[24CFRPart903.79(r)]

### **A.ResidentAdvisoryBoardRecommendations**

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

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

- Attached at Attachment (Filename)
- Provided below:

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

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

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

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

The governing body of the St Mary Parish Gov't Section 8 Housing Choice Voucher Program is the 11 elected members of the St Mary Parish Council (8 from single member districts and 3 from at large districts), which are elected by all citizens of the Parish.

The Parish Government has created a Section 8 Housing Advisory Committee to advise the Parish Council on matters relating to the program. The Advisory Committee will meet as needed in duly advertised open sessions in accord with the requirements of the Council Charter, and is comprised of 5 members; 1 Parish Council Member at Large, 2 Parish Council Members from single member districts, 1 Section 8 tenant, and 1 Section 8 Landlord.

The Parish President appoints the committee.

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)

**b. Eligible candidates: (select one)**

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

**c. Eligible voters: (select all that apply)**

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

Other(list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) State of Louisiana

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

- The PHA has based its statement of needs of families in the jurisdiction on the 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)

a. The St Mary Parish Government Section 8 Housing Choice Voucher Program will develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

b. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 Housing Choice Voucher Program. (See EMAP)

c. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with its efforts to improve tenant accountability to obligations to landlords and the Section 8 Housing Choice Voucher Program.

d. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue potential voucher landlords that will make quality rental units available to program participants.

Other: (list below)

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

Letter and Certification from the Office of Ms Susan Elkins, Director of La. Office of Community Development, certifying that Plan is consistent with State's Consolidated Plan- will be submitted with the Plan Certification.

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

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

## Attachments

### **ATTACHMENT "A"**

St Mary Parish Gov't Section 8 Housing Choice Voucher Program

### **Executive Summary**

#### **General:**

In compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and ensuing HUD requirements, the St Mary Parish Government Section 8 Housing Rental Assistance Program, implemented by the St Mary parish Housing Office, (SMPHO) has prepared this Agency Plan for submission to the U.S. Department of Housing and Urban Development. The SMPHO Agency Plan is in the form of a Section 8 only plan as provided for in the QHWRA.

The St Mary Parish Government operates a Section 8 Housing Rental Assistance Program that is administered by the St Mary Parish Housing Office (SMPHO). The policies and rules of the program are contained in the Section 8 Administrative Plan. The Section 8 rental assistance program is operated in partnership with the U.S. Department of Housing and Urban Development to provide housing assistance to low income families. The program is eligible to all qualified families in the unincorporated areas of the Parish, and by intergovernmental agreement, in all municipalities except the City of Morgan City. The Section 8 Housing Choice Voucher Program is administered, staffed, managed, and operated by a contact administrator, Community Design Group. For convenience to residents of the parish, the administrator has made provision to interview and take applications at some location within the East end of the Parish.

It is the policy of the St Mary Parish Government Housing Program to comply fully with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the St Mary Parish Government Housing Program.

#### **Mission, Goals, and Objectives:**

The mission of the St Mary Parish Government Section 8 Housing Choice Voucher Program is to provide assistance to obtain adequate and affordable housing without discrimination for low-income and very low-income families, and for the elderly and for persons with disabilities. The Annual Plan was developed with that primary goal in mind, and a number of the provisions that have been formulated reflect that and the objectives that will have to be accomplished to achieve the stated mission of the agency.

The Goals and Objectives developed by the St Mary Parish Government Section 8 Housing Choice Voucher Program are designed to accomplish the mission stated above in a professional and fiscally prudent manner.

A primary goal is to increase the availability of decent, safe, and sanitary rental housing that is affordable for lower income families. To accomplish that goal the SMPHO will continue to pursue additional rental vouchers when they become available. The SMPHO will also develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

A second goal is to improve the quality of assisted housing available to participants of the St Mary Parish Government Section 8 Housing Choice Voucher Program. To accomplish that goal the SMPHO shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 Housing Choice Voucher Program. To that end the SMPHO will institute new monitoring procedures to ensure that documents submitted to the HUD MTCS Reporting System over the Internet are actually being received in their entirety by the system, and has set as an objective to achieve a score of 90 on the SEMA Pratings system. The SMPHO shall also continue with its efforts to improve tenant accountability to obligations to landlords and the Section 8 Housing Choice Voucher Program, and will continue to pursue potential voucher landlords that will make quality rental units available to program participants.

A third and final goal of the SMPHO is to promote self-sufficiency and homeownership opportunities using Section 8 resources. To achieve that goal the SMPHO will participate in partnerships with other local agencies in the form of unit set-asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment. The SMPHO has negotiated a partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. They will also agree to continue with the program, being monitored regularly by the staff of Chez Hope for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include weekly inspections, housing and money management training, parenting classes, participation of the children in the Boys and Girls Club and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will have a restraining order enforced against the person that was the source of the abuse. Failure to uphold this restraining order will result in termination from the program.

A second major objective to achieve Goal #3 was the intent to apply for a minimum of ten new vouchers, if available, to develop a program for homeownership under the provisions of the Section 8 Housing Choice Voucher Program. To that end Mr. Firmin, Program Administrator, attended a Section 8 Homeownership Program workshop for the purpose of implementing that objective. It was learned that HUD has initialized the Section 8 Homeownership Program in a format that is different than anticipated when this objective was developed. There will be no new vouchers specifically for homeownership but rules have been established for use of existing vouchers for that purpose.

Further discussion with others about implementing such a plan in such a small agency with the need for rental units as it has delayed that issue even further such that the Objective #2 of Goal Three is restated and the SMPHO shall, by September 30, 2004, develop guidelines under current HUD regulations for the implementation of a homeownership program using the Section 8 vouchers for up to five families, with specific preference to lower income working families, that have been on the Section 8 Housing Choice Voucher Program for at least 12 months, and whom make less than 80% of the parish median income.

The St Mary Parish Government Housing Program requires that families receiving rental assistance under its program pay a minimum amount of \$50 per month toward the cost of their rent and utilities, and that at least \$25 of that amount be paid directly to the Landlord. To continue participation in the program, each family must be recertified yearly with regard to family make-up and total household income. Any family having additional persons living with them, have additional income, or other significant family characteristic change must report that change to the housing office in writing within 10 days of the time of the change.

The SMPHO has set out to be in compliance with the Quality Housing and Work Responsibility Act of 1998. The plans, statements, budget summary, and policies set forth in the Annual Plan all lead to the accomplishment of the SMPHO goals and objectives. Taken as a whole, they outline a comprehensive approach toward achievement of the stated mission of the St Mary Parish Section 8 Housing Program. The plan has been developed with input and participation of the tenants and landlords and is consistent with the State Consolidated Plan and Comprehensive Housing Affordability Strategy.

After duly advertising, the St Mary Parish Government held a public hearing on July 9, 2003, for the 2003 Annual Plan to fully explain the plan to those in attendance.

The PHA welcomes resident and public input on its Agency Plan.

## ATTACHMENT "B"

### St Mary Parish Gov't Section 8 Housing Choice Voucher Program

## St Mary Parish Housing Needs

### A. General:

The Quality Housing and Work Responsibility Act of 1998 requires that St Mary Parish Section 8 Housing Choice Voucher Program (SMPHO) set forth in their Annual Plan a assessment of the housing needs of its jurisdiction and its waiting list. Also, the housing authority is required to state how it intends to address the needs identified.

Included on page 6 of the plan is a table, which indicates the Housing Needs of families on the St Mary Parish Section 8 Waiting List. The information is analyzed as indicated below. Also included is information contained in the Housing Needs Section of the State Consolidated Plan and Comprehensive Housing Affordability Strategy (CHAS) as it relates to St Mary Parish. It shows there is a significant need for additional affordable housing resources in the area. The data is also provided in the form of a table.

### B. Assessment of Housing Needs :

An analysis of the Section 8 Housing Choice Voucher Program Waiting List for 2003 indicates that as in previous years, the need is that in the State CHAS except for the elderly, which are generally served immediately. Again, when compared to the waiting list for last year there appear to be an increase in extremely low -income families applying and decrease in both upper income categories. Nearly seventy -six percent (75.9%) of applicants for housing with the SMPHO are extremely low -income families (at or below 30% AMI), as compared to sixty -five percent for last year. Nearly twenty percent (19.5%) of applicants are from very low -income families (down from 26% last year), and just five percent are from low-moderate income families, down from 8% last year. Families with children still comprise over ninety -five percent (95.3%) of the applicants, which is a slight decrease from the previous year, and approximately three percent (2.6%) are families with disabilities, which is the same as last year. Nearly 61% of those applying to the SMPHO for housing assistance are black families, which is a 5% decrease from last year.

The turnover rate last year was approximately thirty -five units or thirty percent (30%). At that rate it will take five years to house all families presently on the waiting list.

While the SMPHO cannot meet the entire need identified here, in accordance with the goals included in this Plan, the SMPHO will try to address some of the identified needs by using appropriate resources to maintain and preserve its existing stock. When appropriate and feasible, it will apply for additional grants from federal, state and local sources, including private sources where appropriate to help add to the affordable housing available in our community.

**C. Strategies**

**A. Strategies that will be used to maximize the number of units available will include but not be limited to the following :**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue additional rental vouchers when they become available.

2. The St Mary Parish Government Section 8 Housing Choice Voucher Program will develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

3. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue potential voucher landlords that will make quality rental units available to program participants.

**B. Strategies to focus on assistance for lower income families with special circumstances :**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall participate in partnerships with other local agencies in the form of unit set-asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment.

2. By September 30, 2004, develop guidelines under current HUD regulations for the implementation of a homeownership program using the Section 8 vouchers for up to five families, with preference to lower income working families, that have been on the Section 8 Housing Choice Voucher Program for at least 12 months, and whom make less than 80% of the parish median income.

**C. Strategies to focus on elderly, disabled families, and those with situations of domestic violence:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to implement its system of preferences that give elderly families, families with disabilities, and families with situations of domestic violence preference for admission to the Section Program.

The SMPHO has negotiated a partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. They will also agree to continue with the program, being monitored regularly by the staff of Chez Hope for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include weekly inspections, housing and money management training, parenting classes, participation of the children in the Boys and Girls Club and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will have a restraining order enforced against the person that was the source of the abuse. Failure to uphold this restraining order will result in termination from the program.

The SMPHO iterates that it wishes that it could meet all the needs that exist in its jurisdiction, but it is not optimistic about achieving that objective. Neither the SMPHO nor the Federal Government has the resources necessary to accomplish that objective. The practical thing to do is to apply for the grant opportunities if made available over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing at the SMPHO. O. only

# ATTACHMENT "C"

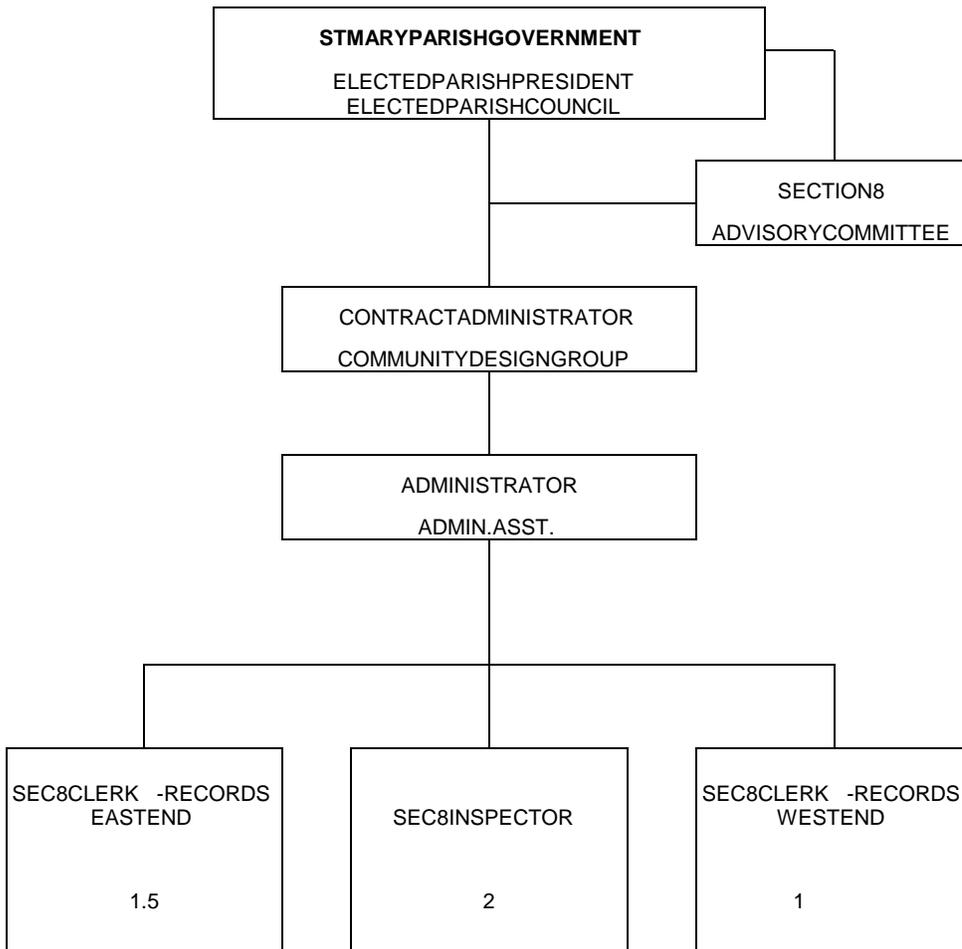
## St Mary Parish Gov't Section 8 Housing Choice Voucher Program

### OPERATION AND MANAGEMENT

The Organization Chart for the St Mary Parish Government Section 8 Housing Rental Assistance Program (SMPHO) is included below, and the SMPHO's latest approved budget is available for inspection at the SMPHO office during regular office hours.

## ST MARY PARISH SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

### ORGANIZATIONAL CHART



**Attachment "D": Resident Member on the PHA Governing Board**  
**St Mary Parish Gov't Section 8 Housing Choice Voucher Program**

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:

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

- Elected  
 Appointed

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

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

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

The St Mary Parish Gov't Section 8 Housing Choice Voucher Program is a Section 8 Agency only with its governing body being the 11 elected members of the St Mary Parish Government Council, of which 8 are elected from single member districts and 3 from at large districts, which are elected by all citizens of the Parish. The Parish Government has created a Section 8 Housing Advisory Committee to advise the Parish Council on matters relating to the program. The Advisory Committee will meet in duly advertised open sessions in accordance with the requirements of the Council Charter, and is comprised of 5 members; 1 Parish Council Member at Large, 2 Parish Council Members from single member districts, 1 Section 8 tenant, and 1 Section 8 Landlord.

The committee is appointed by the Parish President.

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

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

**Attachment “E”: Membership of the Resident Advisory Board  
St Mary Parish Gov’t Section 8 Housing Choice Voucher Program**

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

Ms Mamie Griffen (Tenant Family)

Ms Arthur Carbins (Tenant Family)

Ms Savannah Butler (Tenant Family)

Ms Diane Archangel (Tenant Family)

Ms Diane Walters (Tenant Family)

Mr Al Kuhlman (Landlord)

Mr Michael Domingue (Parish Council)

