

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

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# PHA Plans

Annual Plan for Fiscal Year 2004

# SHREVEPORT HOUSING AUTHORITY

**July 02, 2004**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Shreveport Housing Authority

**PHA Number:** LA - 002

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2004

**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  
2500 Line Ave, Shreveport, LA 71104
- PHA development management offices  
1411 Milam Street; 2725 Southern Avenue; 5000 Armstrong Place;  
4619 Luciana Circle; 1625 Barton Drive & 4223 Greenbriar Drive
- 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 2500 Line Ave, Shreveport, LA 71104
- PHA development management offices
- PHA local offices
- Main administrative office of the local government  
City of Shreveport, Department of Community Development, City Hall  
Annex, 1237 Murphy Street, Room 314-A, Shreveport, LA 71130
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)  
Resident Advisory Board's Office 623 Jordan Street, Shreveport, LA 71101

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

- Main business office of the PHA 2500 Line Avenue, Shreveport, LA 71104
- PHA development management offices
- Other (list below)

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**Shreveport Housing Authority**  
**2004 ANNUAL PLAN**

**EXECUTIVE SUMMARY**

The Housing Authority of the City of Shreveport (Authority) has and continued to fully developed and implement new policies and procedures since the inception of the Annual/Five-Year Plan. Such are incorporated as continuous components in the Authority administration which complied with the requirements set forth in the Quality Housing and Work Responsibility Act of 1998 (The Act). Some components included are as below described in brief format:

**Admission and Continued Occupancy Policy (ACOP)** – The modifications and updates to the ACOP brought into full compliance with the provisions and requirements of The Act and subsequent HUD notices. Integral Components to the revision included: Pet policy, local preference, minimum & flat rents, physical condition standards (PCS), stronger dwelling lease provisions which governs obligations of residents, Section 32 Homeownership Program eligibility and participation, incentives to encourage residents to move from welfare to work programs, and Economic Self-Sufficiency and Community Service policies.

**Self-Sufficiency Programs** – Programs (i.e. Computer Labs, Job Fairs, Job Training, etc.) were developed and implemented with the intent of serving as a rewarding activity which would assist public housing residents in improving their economic and social well-being, thereby providing public housing residents greater opportunities in the local community with the ultimate goal of becoming economically self-sufficient and home owners.

**Section 8 Administrative Plan** – The upgrade of the Section 8 Administrative Plan instituted tools and mechanism by which the Authority can utilize its Section 8 Resources to the fullest: Better serve in assisting Section 8 Voucher holders in exercising their choice with selecting suitable housing, implementation of a Section 8 Voucher Homeownership and Project-Based Assistance Programs, enhanced SEMAP's performance and outreach to Section 8 applicants and landlords, promote fair housing rights and fair housing choices, encourage volunteer participation in FSS programs and partnered with social service agencies to meet the housing needs of clients being served.

**Resident's Programs** – The primary funding source to support Residents' Programs is derived from Capital Funds, PHA's operating budget and HUD grants. Funds are used to defray expenditures incurred relatively to residents' on-going educational and training programs. Reinstated the requirement of the Community Service Program for public housing residents.

**Capital Funds** – The Authority's continuous efforts are expended toward reaching goals that meets the housing needs of its clients. Capital Funds are mainly used to upgrade the Authority's Housing Management and Maintenance Management operations and modernize its existing housing stock to modernization and energy conservation standards. The major components of Capital Funding '04 are security programs, the completion of the Comprehensive Modernization on LA 2-7, 9 & 10, replacement of kitchen cabinets and floor tiles in PHA-Wide make ready and occupied housing units, sidewalks and site improvements at designated public housing developments. The Authority has prepared a Hope VI Application with respect to Naomi D. Jackson Heights (LA 2-1) an obsolete public housing development located in a hard-to-house neighborhood. Funding for its demolition has been approved by HUD under letter dated June 9, 2004 in the amount of \$2,463,650.00.

**Affordable Housing** – The Authority entered into a continuous agreement as partner with a developer to secure funds, design and develop detached single-family low-income housing units for local citizens targeted as lease-to-purchase.

**Security** – Physical security (cameras for monitoring, resident patrol and off-duty police officers) has been the Authority's primary focus with respect to security for the previous years. Funding has been an obstacle since the primary funding source for the Authority's security program was through the Public Housing Drug Elimination

Program. These endeavors are yet to be fully undertaken in an effort to eradicate public housing properties of undesirable and illegal activities. The Authority has purchased two (2) vehicles for use in its security patrol and installed a close circuit surveillance system at Wilkinson Terrace to deter criminal activities. Funding for the close circuit cameras was provided through a grant from the U. S. Department of Justice through the local Weed & Seed Program.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration **(Filename: LA002a01)**

- FY 2004 Capital Fund Program Annual Statement **(Filename LA002b01)**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Members

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan **(Filename: LA002c01)**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plan
XX	State/Local Government Certification of Consistency with the Consolidated Plan	Component 18
XX	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.	Component 15
XX	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	Component 1: Statement of Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Component 2: Statement of Financial Resources
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Component 3 A: Policies Governing Eligibility, Selection and Admissions
XX	Section 8 Administrative Plan	Component 3 B: Policies Governing Eligibility, Selection and Admissions
XX	Public Housing Deconcentration and Income Mixing Documentation:	Component 3 A 6: Policies Governing Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Selection and Admissions
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Component 4 A: Rent Determination Policies
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Component 4 A: Rent Determination Policies
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Component 4 B: Rent Determination Policies
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Component 5: Operations and Maintenance
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Component 6 A: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Component 6 B: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Component 7: Capital Improvement Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Component 7 A; Capital Improvement Needs
Revitalization Application Pending Approval	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	
XX	Approved or submitted applications for demolition and/or disposition of public housing	Approval Letter (HUD) dated June 9, 2004
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
XX	Approved or submitted public housing homeownership programs/plans	Component 11 A: Section 32 Homeownership
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	
XX	Any cooperative agreement between the PHA and the TANF agency	LA Housing Finance Agency
XX	FSS Action Plan/s for public housing and/or Section 8	Component 12: Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Component 12: Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
XX	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	Component 16: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
XX	Names of Resident Advisory Board Members	Required attachment

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	13,263	5	5	3	1	4	4
Income >30% but <=50% of AMI	8,827	5	4	3	1	3	3
Income >50% but <80% of AMI	11,108	2	1	2	1	3	2
Elderly	4,368	5	5	N/A	3	2	2
Families with Disabilities	18,552	5	5	5	3	3	3
Race/Ethnicity <b>Black/Non Hisp.</b>	28,655	4	3	3	1	N/A	4
Race/Ethnicity <b>White/Non Hisp</b>	107,824	1	1	1	1	N/A	1
Race/Ethnicity <b>American Indian/Eskimo</b>	463	4	3	3	1	N/A	3
Race/Ethnicity <b>Other</b>	1,271	2	2	3	1	N/A	1

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 : **City of Shreveport**  
Indicate year: **2004 - 2008**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset **(based on 2000 Census)**
- American Housing Survey data  
Indicate year:
- Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

**Authority's Year '2004 Public Housing and Section 8 Waiting Lists**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	453		232
Extremely low income <=30% AMI	246	53%	
Very low income (>30% but <=50% AMI)	42	9%	
Low income (>50% but <80% AMI)	3	1%	
Families with children	194	42%	
Elderly families	6	1%	
Families with Disabilities	26	6%	
Race/ethnicity <b>Black Non-Hisp.</b>	446	97%	
Race/ethnicity <b>White Non-Hisp.</b>	15	3%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	213	43%	52
2 BR	149	31%	61
3 BR	95	23%	75
4 BR	4	2%	3
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>36 MONTHS (July 31, 2001)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
<b>The waiting list is open to families that are displaced by code enforcement, veterans, elderly/disabled/handicapped, homeless and living in shelters, and in conformance with the court order, whites who will accept occupancy in predominantly black developments and applicants for hard-to-house developments.</b>			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	587		125
Extremely low income <=30% AMI	Not available	Not available	
Very low income (>30% but <=50% AMI)	Not available	Not available	
Low income (>50% but <80% AMI)	Not available	Not available	
Families with children	528	89.95%	
Elderly families	0	0%	
Families with	0	0%	

<b>Housing Needs of Families on the Waiting List</b>			
Disabilities			
Race/ethnicity <b>Black-Non Hisp.</b>	471	98%	
Race/ethnicity <b>White Non-Hisp.</b>	5	.01%	
Race/ethnicity <b>Unknown</b>	4	.01%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>35 months (8-3-01)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" 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 **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

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

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

Select all that apply

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

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

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

Select all that apply

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

**Complete the attachment of Section 8 Project Based Assistance (PBA) to newly constructed and rehabilitated structures  
Public Housing Homeownership replacement housing units**

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

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

Select all that apply

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

**Deconcentrating poverty and expanding housing and economic opportunities**

**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)  
Preference for those families that will accept housing in hard-to-house developments

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
Maximize the use of Section 8 New Construction facility for elderly, handicapped and disabled

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
Target Section 8 PBA to structures made available to house families with disabilities

**Utilize Project-Based Section 8 Vouchers for non-elderly disabled housing**

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

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

Select if applicable

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

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

Select all that apply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
Provide Voucher holders with a listing of available rental properties. Brief Voucher holders on unlimited geographical choice in unit selection outreach program through local Board of Realtors, Community Contacts, Brokers, participating landlords, social service agencies, advertisements, etc.

**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)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<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) Subsidy		Operating Budget
b) Public Housing Capital Fund	1,524,296	Capital Improvements
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance ( <i>certificates and vouchers</i> )	15,425,914	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants (Neighborhood Networks)	250,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<i>FSS Program Coordinator (application submitted)</i>	0	Sec 8 Supportive Service
<i>Section 8 Moderate Rehab</i>	603,440	Other Rent Assistance
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) FSS 2003 Carryover</b>	64,271	
<i>ROSS</i>	169,919	
<i>CFP 2003 Bonus CFP 2003</i>	267,480	PHA's Capital Improvements
<i>CFP 2003</i>	326,271	
<i>Shelter Plus Care</i>	57,620	Other Rent Assistance
<b>3. Public Housing Dwelling Rental Income</b>	1,117,962	PHA's Operations
<b>4. Other income (list below)</b>		
<i>PH Investments</i>	60,514	PHA's Operations
<i>PH Excess Utilities</i>	37,317	PHA's Operations
<i>PH Other Income</i>	93,525	PHA's Operations
<b>5. Non-federal sources (list below)</b>		
<i>I-49 Housing (net)</i>	0	Other affordable housing operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
	0	PH Supportive Service
<b>Total resources</b>	20,722,573	
U.S. Goodman Plaza	540,618	Other subsidized housing operations
University Oaks I & II	436,038	Other subsidized housing operations

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **90 Days**
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **References from prior landlords**

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

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

**Southern Research is the contractor for this service**

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office **(2725 Southern Avenue)**
- Other (list below)

**Location identified in the advertisement for accepting Public Housing Applications**

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

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

**None**

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? **N/A**

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? **N/A**

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) by **Civil Action No. 74-194**
  - (a) Applicants being displaced by public action;**
  - (b) Servicemen or veteran status;**
  - (c) Elderly or disabled;**
  - (d) An applicant who will accept a location occupied predominately by a race different from his own; and**
  - (e) All other applicants.**

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

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other preference(s) (list below) **Local Preference by Adoption of Board Resolutions No. 2254-96, dated 10-22-96**

- 1) Families where there has been threatened violence against the family by another family member;
- 2) Homeless families or families temporarily living in a shelter;
- 3) Families involuntarily displaced by: Federal, state or local government agency; and
- 4) Applicants who will accept housing in hard-to-house developments (LA 2-1 & 2-2), Resolution No. 2788-02, dated 4-23-02

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

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

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) **N/A**

- 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:  
**LA 2-1 Naomi D. Jackson Heights**  
**LA 2-2 Wilkinson Terrace**
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
**LA 2-1 Naomi D. Jackson Heights**  
**LA 2-2 Wilkinson Terrace**
- Other (list policies and developments targeted below)  
**Resolution No. 2288-02, dated 4-23-02 was adopted by the Board of Commissioners to give preference to applicants who will accept housing in hard-to-house developments (LA 2-1 & 2-2)**

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  
**LA 2-1 Naomi D. Jackson Heights**  
**LA 2-2 Wilkinson Terrace**
- 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:  
**LA 2-1 Naomi D. Jackson Heights**  
**LA 2-2 Wilkinson Terrace**

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:

**LA 2-3 Hollywood Heights**

**LA 2-4 Greenwood Terrace**

**LA 2-5 Barton Drive Manor**

**LA 2-7 Briarwood Village**

**Component 3, (6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
LA-1 Jackson Heights	270	All developments are subject to the consent decrees or other resident selection and admission plans mandated by court action. This restricts the type of actions the SHA can take to achieve de-concentration.	This <b>under-income</b> property shall be the subject of physical and safety improvements to enhance marketability to higher income tenants.
LA-2 Wilkinson Terrace	184	All covered developments are subject to consent decrees or other resident selection and admission plans mandated by court action. This restricts the type of actions the SHA can take to achieve de-concentration.	This <b>under-income</b> property shall be the subject of physical and safety improvements to enhance marketability to higher income tenants.

LA 2-3 Hollywood Heights	129	All covered developments are subject to consent decrees or other resident selection and admission plans mandated by court action. This restricts the type of actions the SHA can take to achieve de-concentration.	This <b>over-income</b> property shall be made available to all families on the waiting list, 75% of which are very-low income
LA 2-4 Greenwood Terrace	100	All covered developments are subject to consent decrees or other resident selection and admission plans mandated by court action. This restricts the type of actions the SHA can take to achieve de-concentration.	This <b>over-income</b> property shall be made available to all families on the waiting list, 75% of which are very-low income

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

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

**Giving consideration to the Privacy Act and the right and need-to-know, no specific information regarding the applicant is shared. Landlords are advised to perform their own screening and to contact the appropriate authorities for such information.**

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**Section 8 Administrator's Office located at 533 Jordan Street, Shreveport, 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 voucher holder can evidence difficulty in locating a unit, extenuating circumstance (i.e. illness, etc.)**

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) **Local Preferences by Adoption of Board Resolution No. 2254-96 dated 10-22-96**
  - 1) **Families where there has been threatened violence against the family by another family member;**
  - 2) **Homeless families or families temporarily living in a shelter;**
  - 3) **Families involuntarily displaced by: Federal, state or local government agency, and**
  - 4) **Applicants who will accept housing in hard-to-house developments (LA 2-1 & 2-2, Resolution No. 2788-02 dated 4-23-02**

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

7 Date and Time

Former Federal preferences

- 6 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 5 Victims of domestic violence  
Substandard housing
- 4 Homelessness  
High rent burden

Other preferences (select all that apply)

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

**Resolution No. 2254-96 dated 10-22-96**

- 1) Families where there has been threatened violence against the family by another family member;
- 2) Homeless families or families temporarily living in a shelter;
- 3) Families involuntarily displaced by: Federal, state or local government agency; and
- 4) Applicants who will accept housing in hard-to-house developments LA 2-1 & 2-2, Resolution No. 2788-02, dated 4-23-02.

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one) **Not Applicable**

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

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

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

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

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

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

**Single Room Occupancy (SRO), Project-Based Assistance, Shelter Plus Care and Families with disabilities (Mainstream).**

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

- Through published notices  
 Other (list below)

**Direct notification of agencies that serve the targeted populations**  
**Advertisement in local daily newspaper**  
**Bulletin Notices**

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

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: **Not Applicable**

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income 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 **(For changes resulting in a decrease in rent)**
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\_\_\$100/month\_\_**
- Other (list below)
  - **A new source of income to any family member, including any new additions to family composition.**
  - **Receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as unemployment or a deferral due to a dispute (such as back child support payments).**

- **A household member who was reported as unemployed on the most recent certification or recertification obtains employment.**

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  
**Payment Standards are 90% of FMRs**
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply) **Not Applicable**

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

(if yes, list below) **By Virtue of Board Resolution No. 2242-96,  
dated 10-22-96 designated Section 8**

**Participants in the SRO and Homeless facilities are granted waivers exempt from the minimum rent requirements.**

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

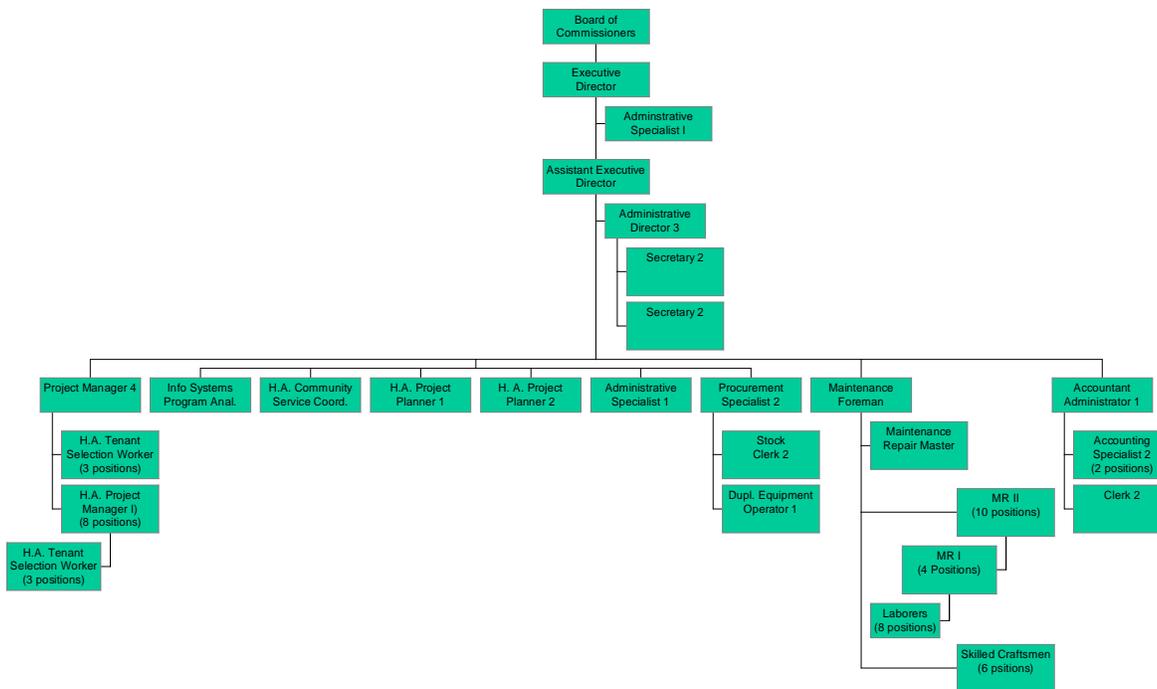
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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



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

### 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	942 Units	120
Section 8 Vouchers ( <i>certificates and vouchers combined</i> )	3,319 Families	200
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	188 Units	
Special Purpose Section 8 Certificates/Vouchers (list individually) <i>Single Room Occupancy</i> <i>Shelter Plus Care</i>	82 Units/10 pending 10 Families	8 4
Public Housing Drug Elimination Program (PHDEP)	0	N/A
Other Federal Programs (list individually)		
<i>Goodman Plaza</i> ( <i>Section 8 New Const.</i> )	170	40
University Oaks I & II	124	20

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)

**Admissions and Continued Occupancy Policy**  
**Dwelling Lease & Addendum**  
**Standby Maintenance Plan**  
**Preventive Maintenance Plan**  
**Grievance Procedures**  
**Personnel Handbook and Amendments**  
**Resident's Handbook**

- (2) Section 8 Management: (list below)

**Section 8 Administrative Plan**  
**Lease Addendum**  
**Owner's Lease**  
**Briefing Packet**  
**HAP contract**  
**HUD-Required Forms**  
**Grievance Procedures**

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

**Section 8 Administrator's Office at 533 Jordan Street, Shreveport, LA**

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **LA002b01**

-or-

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

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

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment Filename LA002c01
- 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-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Naomi D. Jackson Heights
1b. Development (project) number: LA48P002001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(09/06/04)</u>
5. Number of units affected: 270
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12 months after HUD Approval b. Projected end date of activity: 48 months after HUD Approval

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<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:
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)  
 Part of the development  
 Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	<b>LA 48P002-003, 8, 9, 10 &amp; 11</b>
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<b>5h Program Approved 19/10/1999</b>
5. Number of units affected:	<b>50</b>
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	<b>Homeownership – Scattered Sites</b>
1b. Development (project) number:	<b>LA 2-3, 2-8, 2-9, 2-10</b>
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

**5h Program Approved 19/10/1999**

6. Number of units affected: **50**

6. Coverage of action: (select one)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Must be in compliance with the lease, must be debt free with the PHA and may be a FSS participant

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

[24 CFR Part 903.7 9 (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? 26/03/02

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Computer Lab	100	Open	LA 2-1 & 2	Public Housing
Adult Literacy	5	Open	LA 2-1 Provides SHA Neighborhood Network	Public Housing
Youth Sports League	49 PH residents	open registration	Projects 2-1,2 Provider - SHA	public housing
Girl Scouts	50 PH residents	open	Projects 2-2,4,5,10	public housing
Boy Scouts	49 PH residents	open	Projects 2-3,4,5,10	public housing
Youth Entrepreneurship	12	open	LA 2-2 Neighborhood Network	public housing
Community Services	276	open	All Projects Provider SHA	public housing and gen. public
Reading for Youth	72	open	Project 2-2 Provider SHA Neighborhood Network	public housing

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	58	58 (07/02/04)
Section 8	120	111 (02/07/04)

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

the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

**Naomi D. Jackson Heights (2-1)**  
**Wilkinson Terrace (2-2)**

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

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

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

**Hired off-duty police; use of courtesy officers at Goodman Plaza & Resident Patrols**

**Installed security cameras at Wilkinson Terrace LA 2-2**

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

**All developments with emphasis on Naomi D. Jackson Heights (2-1) and Wilkinson Terrace (2-2)**

**Employed off-duty local police officers to provide security at LA 2-1 & 2-**

2.

**Contracted public housing residents to serve as courtesy officers at U.S. Goodman Plaza.**

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

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

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

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

**All developments with emphasis on Naomi D. Jackson Heights (2-1) and Wilkinson Terrance (2-2)**

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.  
(Attachment Filename: **LA002d01**)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**See Attachment H (LA002h02)**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)

2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

### **Audits for FYE 9/30/2003**

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? \_\_\_\_\_

### **For Audit of FYE 9/30/02 – Four (4) findings resolved**

- Duplicated HAPs to Section 8 Landlords
- Support documentation for MASS submission
- Data & documents missing from resident's files
- Resident Advisory Board cash disbursement

### **For Audit of FYE 9/30/03 – Two (2) findings – PHA's Corrective Action Plan included with Audit Report**

- Documentation for MASS Submission
- Residents' Files missing 50058

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? **Not Applicable**

If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

**Capital Improvements at all developments**

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- 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)  
See Public Hearing Comments in additional information.

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

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

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

### 3. Description of Resident Election Process

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

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

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

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

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

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

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

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

#### 1. Consolidated Plan jurisdiction: (provide name here)

**City of Shreveport, LA Fiscal Years 2004 - 2008**

#### 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)

Page 15 of the Consolidated Plan outlines 6 major needs in the community. The SHA is addressing these needs by:

- Increase neighborhood and economic stability by encouraging homeownership
- Arrest housing and neighborhood deterioration through capital improvement & HOPE VI
- Increase resource availability by applying for special use Section 8 funds
- Facilitate land assembly for renovation and redevelopment through developing affordable lease-to-purchase units
- Stimulate, support, and increase affordability and housing development through the use of project-based housing vouchers
- Increase special needs housing through the operation of Shelter Plus Care, SRO housing, and application for special use vouchers

Other: (list below)

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

- Increasing the number of homeownership opportunities by providing Homebuyer Training Classes, providing downpayment assistance (P.44)
- Increasing economic stability by offering vocational and technical training for the unemployed (P. 57)4
- Increase housing assistance opportunities by supporting the SHA's applications for Section 8 vouchers (P. 57)

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

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

**HOUSING AUTHORITY OF THE CITY OF SHREVEPORT  
FY'2004 ANNUAL PLAN & CAPITAL FUND ANNUAL  
SUBMISSION  
PUBLIC HEARING  
VIEWS AND CONCERNS  
20 May 2004, 9:00 AM**

The Authority advertised in the local newspaper (The Times) to publish a public notice of its scheduled public hearing to afford the local residents and general public an opportunity to express their view and concerns on its proposed FY '2004 Annual Plan and Capital Fund Annual Submission. There were no attendees. The only attendees were the Authority's staff scheduled to preside over public hearing.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A - Admissions Policy for Deconcentration - Filename  
**(LA002a01)**

Attachment B - Capital Fund Annual Statement - **Filename (LA002b01)**

Attachment C - Capital Fund 5-Year Action Plan - **Filename (LA002c01)**

Attachment D - PHDEP Plan for Year 2003 & 2004 - **Filename (LA002d01)**

Attachment E – Table of Organization - **Filename (LA002e01)**

Attachment F – List of Resident Advisory Board Members – **Filename (LA002f01)**

Attachment G – Summary of First Years Progress on 5-Year Plan –  
**Filename (LA002g01)**

Attachment H – Pet Policy – **Filename (LA002h01)**

Attachment I – Annual Statement Performance and Evaluation Report –  
**Filename (LA002i01)**

Attachment J – SHA Plan for Community Service Requirement –  
**Filename (LA002j01)**



## **ATTACHMENT A**

### **Admissions Policy for Deconcentration**

The following admissions policy provides for Deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. This Deconcentration Policy is authorized under Section 513 of the Quality Housing and Work Responsibility Act of 1998 which amended Section 16 of the 1937 Housing Act to allow a public housing agency to establish and utilize income-mixing criteria for the selection of residents for dwelling units in public housing projects to meet Deconcentration objectives.

This policy is established based on a Deconcentration and income mixing analysis and is being implemented in a manner that does not prevent or interfere with the use of a site-based waiting list. The Deconcentration and income-mixing plan does not impose or require any specific income or racial quotas for any project or projects. Further, the Deconcentration objectives are consistent with QHWRA targeting objectives such that the public housing units made available for occupancy in any fiscal year to eligible families, not less than 40% shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

The Admissions Policy for Deconcentration achieves its objectives through incentives and provides for family choice. The principle of family choice allows the family to have the sole discretion to determine whether to accept the incentive without adverse action on the part of the SHA. Notwithstanding, QHWRA permits the SHA to skip a family on the waiting list to reach another family to implement its Deconcentration policy without that act being considered an adverse action.

SHA will implement its Deconcentration policy by conducting an income assessment of participants:

- Determine and compare the relative tenant incomes of each development to the average income of the public housing participants;
- Identify what admissions policy measures or incentives, if any, are needed to align the development income mix with the income mix of all public housing participants;
- Ensure that such measures and incentives affirmatively further fair housing;
- Make any appropriate changes to the admissions policies;
- Implement measures and incentives to achieve stated Deconcentration goals; and
- Monitor results and suspend measures and incentives when on a site-by-site basis when goals are met.

In attaining its Deconcentration objectives, SHA will give preference to the following measures and incentives:

1. Measures to increase employment and higher wages of families in lower income developments including Section 3 opportunities, apprentice and self-sufficiency enrollment;
2. Needs assessment, self-sufficiency and job counseling for new admissions; and
3. Incentives for transfer families that accept moves that will further the goals of Deconcentration.

The SHA will apply Deconcentration incentives and measures to the admissions waiting list only to the extent that targeting goals are met and skipping is essential to attain Deconcentration goals.

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b>		<b>Grant Type and Number</b>			<b>Federal FY of Grant:</b>
Housing Authority of the City of Shreveport		Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:			2004
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	125,000.00			
4	1410 Administration	92,000.00			
5	1411 Audit	10,000.00			
6	1415 Liquidated Damages	7,000.00			
7	1430 Fees and Costs	76,000.00			
8	1440 Site Acquisition	22,750.00			
9	1450 Site Improvement	305,000.00			
10	1460 Dwelling Structures	435,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable	57,000.00			
12	1470 Nondwelling Structures	82,000.00			
13	1475 Nondwelling Equipment	46,876.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	65,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

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

<b>PHA Name:</b> Housing Authority of the City of Shreveport	<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,342,126.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	75,000.00			
25	Amount of Line 21 Related to Security – Hard Costs	75,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	367,000.00			

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE MGMT. IMPR.	a. HA Staff Training Programs (PHAS, MASS, REAC, RIM, PIC, Maintenance, Management & Administrative Job Training Software Program)	1408		20,000.00				
	b. Extend Homeownership Counseling Training	1408		3,000.00				
	c. Public Housing Utility Allowance Study	1408		12,000.00				
	d. Extend Physical Security Program (LA 2-1 & 2-2)	1408		75,000.00				
	e. Residents' Education & Job Training Program	1408		15,000.00				
	Total			125,000.00				











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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	a. Replacement Bath & Kitchen Cabinets	1460	15	15,000.00				
HA-WIDE	b. Replacement VC Floor Tiles & Baseboards	1460		140,000.00				
HA-WIDE	c. Encapsulate Exterior Wood With Vinyl	1460	10	30,000.00				
LA 2-3,8, 9, 10, & 11	d. Termite Inspection Cost for HA Homeownership Units	1460	5	500.00				
LA 2-7 & 10	e. Comprehensive Modernization	1460	10	200,000.00				
HA-WIDE	f. Post REAC Inspection Exigent Health & Safety Repairs	1460		25,000.00				
LA 2-4	g. Refinish Drywall Ceilings	1460	50	25,000.00				

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
LA 2-1 & 2	h. Bathtub Liners for Units W/Deteriorated Bathtubs	1460	25/5	18,000.00				
	Total			453,50000				







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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program Grant No: LA48P00250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
LA 2-9 & 10	a. Relocation Costs (Moving)	1495.1		50,000.00				
	b. Incidental Moving Costs (Utility Transfer Fees)	1495.1		15,000.00				
	Total			65,000.00				

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: LA48P00250104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE							
MGMT IMPMT							
A.	9-30-05						
B.	9-30-05						
C.	9-30-05						
D.	9-30-05						
HA-WIDE ADMIN							
A.	9-30-05						
B.	9-30-05						
C.	9-30-05						
D.	9-30-05						
E.	9-30-05						
HA-WIDE AUDIT							
A.	9-30-05						
B.	9-30-05						
C.	9-30-05						

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: LA48P00250104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
FEES & COSTS							
a.	9-30-05						
b.	9-30-05						
c.	9-30-05						
HA-WIDE PLANNING							
COSTS							
a.	9-30-05						
b.	9-30-05						
c.	9-30-05						
HA-WIDE SITE							
IMPROVEMENT							
a.	9-30-05						
b.	9-30-05						
c.	9-30-05						
d.	9-30-05						

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: LA48P00250104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-WIDE DWELLING EQUIPMENT								
a.	9-30-05							
b.	9-30-05							
c.	9-30-05							
d.	9-30-05							
e.	9-30-05							
f.	9-30-05							
g.	9-30-05							
h.	9-30-05							
HA-WIDE DWELLING EQUIPMENT								
a.	9-30-05							
b.	9-30-05							
HA-WIDE NON DWELLING STRUCTURES								
a.	9-30-05							
b.	9-30-05							
c.	9-30-05							

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: LA48P00250104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE NON							
DWELLING							
EQUIPMENT							
a.	9-30-05						
b.	9-30-05						
RELOCATION COSTS							
LA 2-9 & 10							
a.	9-30-05						
b.	9-30-05						



**Five-Year Action Plan**  
**Part I: Summary**  
**Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157  
(exp. 06/30/2005)

HA Name: HOUSING AUTHORITY OF THE CITY OF SHREVEPORT		Locality (City/County & State): SHREVEPORT/CADDO/LOUISIANA			Original	Revision No.
A. Development Number/Name	Work Stmt. for Year 1 FFY: 2004	Work Statement for Year 2 FFY: 2005	Work Statement for Year 3 FFY: 2006	Work Statement for Year 4 FFY: 2007	Work Statement for Year 5 FFY: 2008	
LA 2-1 Naomi D. Jackson Heights		\$72,000.00	\$121,000.00	\$132,000.00	\$150,000.00	
LA 2-2 Wilkinson Terrace		\$59,000.00	\$ 86,000.00	\$123,000.00	\$103,000.00	
LA 2-3 Hollywood Heights				\$162,500.00		
LA 2-4 Greenwood Terrace	See			\$185,000.00	\$300,000.00	
LA 2-5 Barton Drive Manor	Annual				\$75,000.00	
LA 2-7 Briarwood Village	Statement	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	
LA 2-8 67 Unit Acquisition						
LA 2-9 14 Units Acquisition		\$240,000.00		\$28,000.00		
LA 2-10 36 Units Acquisition		\$260,000.00	\$460,000.00	\$72,000.00		
LA 2-11 11 Units Acquisition					\$410,200.00	
PHA-WIDE		\$423,700.00	\$388,700.00	\$390,300.00		
<b>B. Physical Improvements Subtotal</b>		<b>\$1,033,200.00</b>	<b>\$1,004,200.00</b>	<b>\$1,077,800.00</b>	<b>\$983,200.00</b>	
<b>C. Management Improvements</b>		<b>\$ 125,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 125,000.00</b>	<b>\$125,000.00</b>	
<b>D. HA-Wide Nondwelling Structures and Equipment</b>		<b>\$ 31,500.00</b>	<b>\$ 61,500.00</b>	<b>\$ 30,000.00</b>	<b>\$ 70,000.00</b>	
<b>E. Administration</b>		<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	
<b>F. Other</b>		<b>\$ 77,426.00</b>	<b>\$ 76,426.00</b>	<b>\$ 34,326.00</b>	<b>\$ 88,926.00</b>	
<b>G. Operations</b>						
<b>H. Demolition</b>						
<b>I. Replacement Reserve</b>						
<b>J. Mod Used for Development</b>						
<b>K. Total CGP Funds</b>						
<b>L. Total Non-CGP Funds</b>		<b>\$1,680,136.00</b>	<b>\$1,680,136.00</b>	<b>1,680,136.00</b>	<b>\$1,680,136.00</b>	
<b>M. Grand Total</b>		<b>\$1,680,136.00</b>	<b>\$1,680,136.00</b>	<b>\$1,680,136.00</b>	<b>\$1,680,136.00</b>	
Signature of Executive Director and Date: <b>X</b>			Signature of Public Housing Director/Office of Native American Programs Administrator and Date: <b>X</b>			

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-015  
 (exp. 06/30/2005)

Work Statement for Year 1 FFY: 2004	Work Statement for Year 2 FFY: 2005			Work Statement for Year 3 FFY: 2006		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	LA 2-1 Naomi D. Jackson Heights			LA 2-1 Naomi D. Jackson Heights		
	a. Extend Lawn Maintenance Program		\$34,000.00	a. Extend Lawn Maintenance Program		\$ 34,000.00
	b. Kitchen Cabinets	15	\$15,000.00	b. Repair plaster walls & ceilings		\$ 5,000.00
	c. Bathtub liners	30	\$18,000.00	c. Replace wall heaters	68	\$ 40,000.00
	d. Repair plaster walls & ceilings		\$ 5,000.00	d. Replace water heaters	68	\$ 27,000.00
				e. Kitchen cabinets	15	\$15,000.00
	LA 2-2 Wilkinson Terrace			LA 2-2 Wilkinson Terrace		
	a. Extend Lawn Maintenance Program		\$36,000.00	a. Extend Lawn Maintenance Program		\$ 36,000.00
	b. Install bathtub liners	5	\$ 3,000.00	b. Repair plaster walls & ceilings		\$ 5,000.00
	c. Repair plaster walls & ceilings		\$ 5,000.00	c. Replace wall heaters	45	\$27,000.00
	d. Paint ½ court gym interior		\$15,000.00	d. Replace water heaters	45	\$18,000.00
	LA 2-7 Briarwood Village			LA 2-7 Briarwood Village		
	a. Implement Lawn Maintenance Program		\$10,000.00	a. Implement Lawn Maintenance Program		\$10,000.00
	Subtotal of Estimated Cost		<b>\$141,000.00</b>	Subtotal of Estimated Cost		\$217,000.00

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

Work Statement  for Year 1 FFY: 2004	Work Statement for Year <u>2</u> FFY: <u>2005</u>			Work Statement for Year <u>3</u> FFY: <u>2006</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	LA 2-9 14 Units Acquisition			LA 2-10 36 Units Acquisition		
	a. Comprehensive Modernization	12	\$240,000.00	a. Comprehensive Modernization (continued)	23	\$460,000.00
	LA 2-10 36 Units Acquisition					
	a. Comprehensive Modernization	13	\$260,000.00			
	HA-WIDE			HA-WIDE		
	a. Replace dwelling equipment (ranges & refrigerators)	100 each	\$57,000.00	a. Replace dwelling equipment (ranges & refrigerators)	100 each	\$ 57,000.00
	b. Upgrade bath & kitchen cabinets	15	\$15,000.00	b. Upgrade bath & kitchen cabinets	15	\$ 15,000.00
	c. Replace vinyl composition floor tiles in vacant units	50	\$150,000.00	c. Replace vinyl composition floor tiles in vacant units	36	\$110,000.00
	d. Sites tree trimming		\$20,000.00	d. Site tree trimming		\$15,000.00
	e. REAC'S health & safety repairs		\$30,000.00	e. REAC'S health \$ safety repairs		\$30,000.00
	f. Replace Maintenance Equipment		\$30,000.00	f. Replace Maintenance Equipment		\$20,000.00
	g. Modernization of Homeownership Units	2	\$20,000.00	g. Replace Automobile Equipment		\$40,000.00
	h. Replace Playground Equipment		\$60,000.00	h. Modernization of Homeownership Units	2	\$20,000.00
	i. Foundation Underpinning	4	\$40,000.00	i. Replace Playground Equipment		\$40,000.00
	j. Termite Inspection on Homeownership Units	2	\$200.00	j. Foundation Underpinning	4	\$40,000.00
k. Lawn Maintenance Program at Central Office		\$1,500.00	k. Termite Inspection on Homeownership Units	2	\$ 200.00	
			l. Lawn Maintenance Program at Central Office		\$1,500.00	
		\$423,700.00			\$388,700.00	
	Subtotal of Estimated Cost		\$923,700.00	Subtotal of Estimated Cost		\$848,700.00

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-015  
 (exp. 06/30/2005)

Work Statement for Year 1 FFY: 2004	Work Statement for Year <u>4</u> FFY: <u>2007</u>			Work Statement for Year <u>5</u> FFY: <u>2008</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	LA 2-1 Naomi D. Jackson Heights			LA 2-1 Naomi D. Jackson Heights		
	a. Extend Lawn Maintenance Program		\$34,000.00	a. Extend Lawn Maintenance Program		\$34,000.00
	b. Replace wall heaters	90	\$54,000.00	b. Upgrade security lighting		\$20,000.00
	c. Plaster walls & ceilings		\$ 8,000.00	c. Plaster walls & ceilings		\$ 6,000.00
	d. Replace water heaters	90	\$36,000.00	d. Earthwork/Landscape		\$90,000.00
	LA 2-2 Wilkinson Terrace			LA 2-2 Wilkinson Terrace		
	a. Extend Lawn Maintenance Program		\$36,000.00	a. Extend Lawn Maintenance Program		\$36,000.00
	b. Upgrade security lighting		\$20,000.00	b. Replace wall heaters	62	\$37,200.00
	c. Repair plaster walls & ceilings		\$5,000.00	c. Replace water heaters	62	\$24,800.00
	d. Replace wall heaters	62	\$37,200.00	d. Repair plaster wall & ceilings		\$ 5,000.00
	e. Replace water heaters	62	\$24,800.00			
	LA 2-3 Hollywood Heights			LA 2-5 Barton Drive Manor		
	a. Install HVAC Systems in units	65	\$162,500.00	a. Install HVAC Systems in family units	20	\$ 75,000.00
	Subtotal of Estimated Cost			\$417,500.00	Subtotal of Estimated Cost	

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2004	Work Statement for Year <u>4</u> FFY: <u>2007</u>			Work Statement for Year <u>5</u> FFY: <u>2008</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	LA 2-4 Greenwood Terrace			LA 2-4 Greenwood Terrace		
	a. Landscape, Earthwork, & Drainage		\$75,000.00	a. Repair Asphalt parking areas		\$100,000.00
	b. Repair Asphalt Parking Areas		\$110,000.00	b. Underground Electrical Service		\$325,000.00
	LA 2-7 Briarwood Village			LA 2-7 Briarwood Village		
	a. Lawn Maintenance Program		\$15,000.00	a. Lawn Maintenance Program		\$15,000.00
	LA 2-9 14 Units Acquisition					
a. Chain link & wooden fence	14	\$28,000.00				
LA 2-10 36 Units Acquisition						
a. Chain link & wooden fence	36	\$72,000.00				
Subtotal of Estimated Cost			\$300,000.00	Subtotal of Estimated Cost		\$440,000.00

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2004	Work Statement for Year <u>2</u> FFY: <u>2007</u>			Work Statement for Year <u>3</u> FFY: <u>2008</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	HA-WIDE			HA-WIDE		
	a. Replace dwelling equipment (ranges & refrigerators)	100 each	\$60,000.00	a. Replace dwelling equipment (ranges & refrigerators)	100 each	\$80,000.00
	b. Site tree trimming		\$20,000.00	b. Site tree trimming		\$20,000.00
	c. Purchase Maintenance Equipment		\$30,000.00	c. Purchase Maintenance Equipment		\$25,000.00
	d. Replace vinyl composition floor tiles in vacant units		\$110,000.00	d. Replace vinyl composition floor tiles in vacant units		\$150,000.00
	e. Upgrade bath & kitchen cabinets		\$15,000.00	e. Upgrade bath & kitchen cabinets		\$45,000.00
	f. REAC'S health & safety repairs		\$30,000.00	f. REAC'S health & safety repairs		\$40,000.00
	g. Modernization of Homeownership units	3	\$30,000.00	g. Purchase Automobile Equipment		\$60,000.00
	h. Replace Playground Equipment		\$40,000.00	h. Replace Playground Equipment		\$40,000.00
	i. Foundation Underpinning	4	\$40,000.00	i. Foundation Underpinning	4	\$40,000.00
	j. Repair driveways & sidewalks		\$15,000.00	j. Repair driveways & sidewalks		\$20,000.00
	k. Termite Inspection on Homeownership Units	3	\$300.00	k. Modernization of Homeownership Units	2	\$20,000.00
				l. Termite Inspection on Homeownership Units	2	\$ 200.00
		\$390,300.00			\$410,200.00	
	Subtotal of Estimated Cost		\$690,300.00	Subtotal of Estimated Cost		\$725,200.00

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2004	Work Statement for Year <u>2</u> FFY: <u>2005</u>			Work Statement for Year <u>3</u> FFY: <u>2006</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	HA-WIDE			HA-WIDE		
	a. HA Utility Allowance Update		\$12,000.00	a. HA Utility Allowance Update		\$12,000.00
	b. Physical Security Program		\$75,000.00	b. Physical Security Program		\$75,000.00
	c. HA Staff Training (RIM, REAC, Maintenance, etc.)		\$20,000.00	c. HA Staff Training (RIM, REAC, Maintenance, etc.)		\$20,000.00
	d. Residents Training Programs		\$15,000.00	d. Residents Training Programs		\$15,000.00
	e. Homeownership Training		\$3,000.00	e. Homeownership Training		\$ 3,000.00
	Subtotal of Estimated Cost		\$125,000.00	Subtotal of Estimated Cost		\$125,000.00

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-015  
 (exp. 06/30/2005)

Work Statement for Year 1 FFY: 2004	Work Statement for Year <u>4</u> FFY: 2007			Work Statement for Year <u>5</u> FFY: 2008		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	HA-WIDE			HA-WIDE		
	a. HA Utility Allowance Update		\$12,000.00	a. HA Utility Allowance Update		\$12,000.00
	b. Physical Security Program		\$75,000.00	b. Physical Security Program		\$75,000.00
	c. HA Staff Training (RIM, REAC, Maintenance, etc.)		\$20,000.00	c. HA Staff Training (RIM, REAC, Maintenance, etc.)		\$20,000.00
	d. Residents Training Programs		\$15,000.00	d. Residents Training Programs		\$15,000.00
	e. Homeownership Training		\$3,000.00	e. Homeownership Training		\$3,000.00
	Subtotal of Estimated Cost		\$125,000.00	Subtotal of Estimated Cost		\$125,000.00

# Public Housing Drug Elimination Program Plan

## SHREVEPORT HOUSING AUTHORITY FY 2004 FUNDING

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Annual PHDEP Plan Table of Contents:

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

### Section 1: General Information/History

**A. Amount of PHDEP Grant** \_\_\_\_\_

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R   X  

**C. FFY in which funding is requested**      2004

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

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Public Housing Drug Elimination Program (PHDEP) has not been provided in several years. The Authority has secured funding from alternate sources (i.e. Capital Fund, Operating Budget, Grants, etc.) to undertake its proposed security plan and measure. The intent is yet to enable the residents to enjoy a safe and peaceful environment in which to live. The Authority's focal point is its largest two (2) public housing developments.

#### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Jackson Heights	270	551
Wilkinson Terrace	184	473
<b>Total</b>	<b>454</b>	<b>1,024</b>

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

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

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
	No Funding	over the past three (3)	years from HUD		

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

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**Goal of PHDEP Program:** Reduce criminal and drug-related crime in and around public housing to provide a safe living environment.

**Current Year Objectives:** Deter crime and enforce the law through coordination and cooperation with the Shreveport Police Department  
Involve more residents in crime prevention activities through outreach

**Primary Locations:** Conduct of resident outreach, installation of security cameras, and coordination with local police will take place at:  
 ✓LA 2-1 Jackson Heights 1411 Milam Street (270 units)  
 ✓LA 2-2 Wilkinson Terrace 2725 Southern Ave. (184 units)

**Secondary Locations:** Conduct of resident outreach and coordination with local police will take place at:  
 ✓LA 2-4 Greenwood Terrace  
 ✓LA 2-5 Barton Drive Manor

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY ____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$0</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$0</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

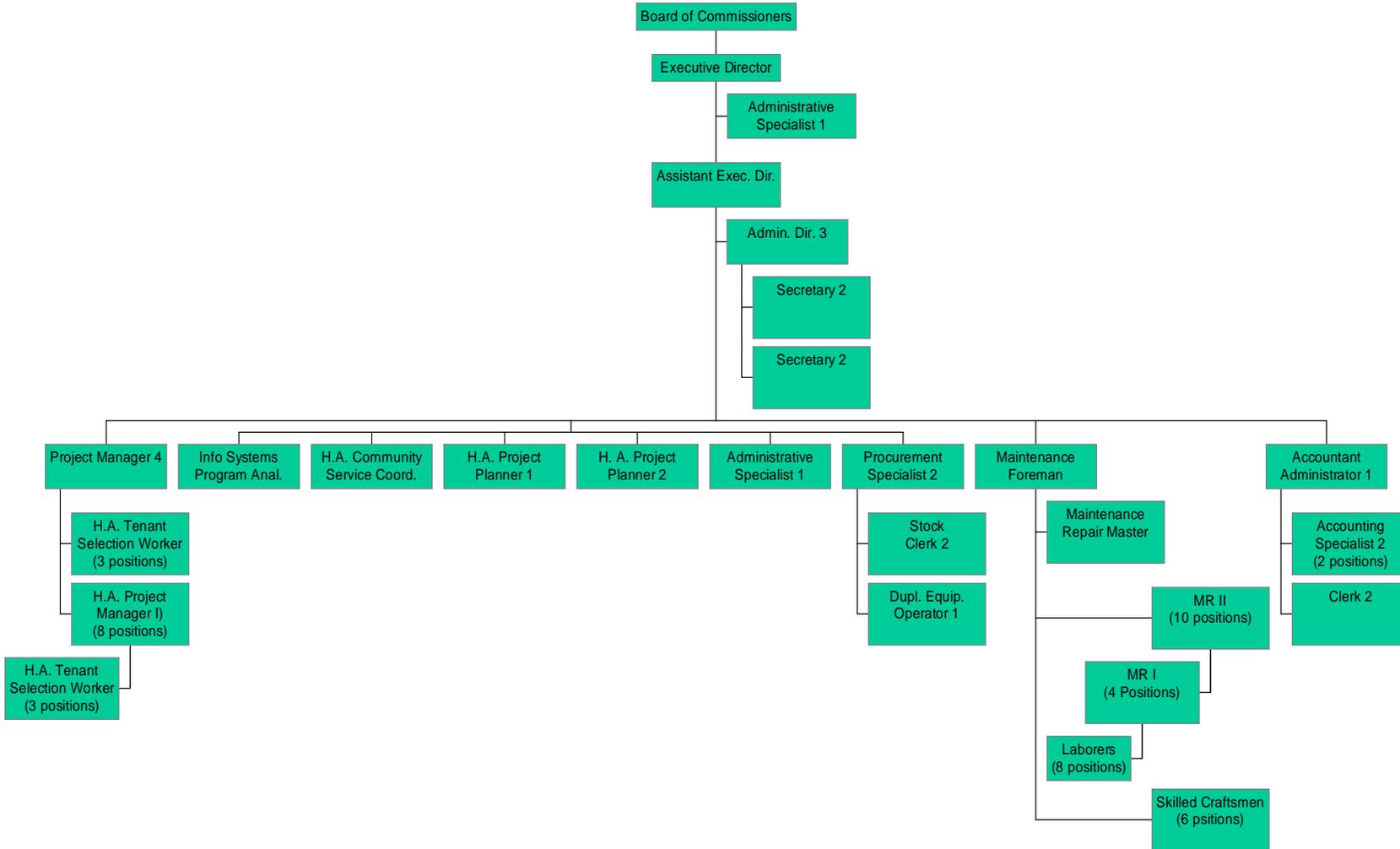
### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>				

### **Section 4: Certifications**

SHA TABLE OF ORGANIZATION



## **Attachment F – List of SHA Resident Advisory Board (RAB) Members**

The following persons are actively serving on the RAB:

<b>Marie Johnson (Public Housing)</b>	<b>LA 2-4</b>
<b>Harold Kelly (Public Housing)</b>	<b>LA 2-10</b>
<b>Paula Kelly (Public Housing)</b>	<b>LA 2-10</b>
<b>Pasty Lee (Public Housing)</b>	<b>LA 2-1</b>
<b>Barbara Morrow (Public Housing)</b>	<b>LA 2-5</b>
<b>James Murray (Public Housing)</b>	<b>LA 2-8</b>
<b>Catherine Poole (Public Housing)</b>	<b>LA 2-2</b>
<b>Christine Blake (Section 8/New Construction)</b>	<b>Goodman Plaza</b>
<b>Freddie Shaw (Public Housing)</b>	<b>LA 2-3</b>

### **Resident Advisory Board Officers**

**President – Harold Kelly**  
**Vice President – James Murray**  
**Secretary – Paula Kelly**  
**Treasurer – Catherine Poole**

## ATTACHMENT G

### SUMMARY OF PROGRESS IN MEETING SUBSEQUENT YEARS GOALS AND OBJECTIVES

The Authority has completed many tasks during the previous years of funding to achieve goals and objectives established in its initial and subsequent Annual/Five Year Plan.

A brief and concise overview of various accomplishments are described below:

#### **RELATED SHA VISION, GOALS AND OBJECTIVES:**

**Vision: Assured availability of quality and affordable mixed income housing in geographically diverse neighborhoods.**

- **Produce new units of affordable housing through public/private partnerships**

The Authority has worked with local for profit and non-profit organizations and the local government to facilitate and or support the development of affordable single-family homes in the City of Shreveport. Housing units have been targeted to the population of both conventional homeownership and lease properties. Since the inception of QHAWRA, the Authority has made applications and received approximately 600 Section 8 Housing Vouchers. The Authority still has in its undertaking for development, a 40 unit single-family lease to-purchase housing development to be developed from the use of various funding sources.

- **Modernize or redevelop 100% of existing public housing to market standards.**

The Authority has expended millions of dollars from its previous Capital Fund Program to upgrade and improve portions of its existing public housing stock to modernization and energy conservation standards. The Authority's proposed and major undertaking currently in effect is the completion of the comprehensive modernization on 32 units in LA 2-7. The upcoming comprehensive modernization is scheduled for the completion of LA 2-7, 9 & 10 totaling 82 units, site improvements drainage and site office (LA 2-7) expansion for the provision of community space.

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**HUD STRATEGIC GOAL: Ensure equal opportunity in housing for all Americans**

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**RELATED SHA VISION, GOALS AND OBJECTIVES:**

**Vision:** A broad choice of affordable housing options in diverse areas of the Authority's jurisdiction.

- **Ensure that all program participants recognize and effectively deal with discrimination**

Implemented enhanced method of briefing Section 8 Voucher-Holders which included instructions and emphasis in helping program applicants and participants to recognize discriminatory practices and how to report them.

- **Reduce the impact of transportation as a barrier to housing choice by advocating for the enhancement of the public transportation system.**

Public transportation is provided every ½ hour on all major thoroughfare (street) in the City of Shreveport from 5:30 a.m. until 8:00 p.m. Monday thru Friday and hourly on the weekend and holidays with various hours.

- **Expand housing choice by enhancing the ability of the Section 8 program to access housing in non-impacted areas.**

Briefing material is made available and presented to voucher-holders that are engaged in a housing search. The material includes information on providing participants with information on housing availability outside areas of low-income concentrations.

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**HUD STRATEGIC GOAL: Promote self-sufficiency and asset development of families and individuals**

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**RELATED SHA VISION, GOALS AND OBJECTIVES:**

**Vision:** An assisted population wherein the dominant attitude is one of self-sufficiency and the opportunities to become self-sufficient are readily available.

- **Achieve a tenant population in which at least 90% of non-elderly/non-handicapped public housing residents and 75% of non-elderly/non-handicapped Section 8 participants are working, in school or in job training.**

The Authority instituted a marketing program and renewed commitments among its partners to provide a higher level of service to FSS program participants. In addition, Flat Rents were instituted as an incentive for residents to obtain jobs and/or increase their income. The Authority continued to participate with its key partners in providing job training and employment opportunities for program participants. Finally, the Authority has utilized Capital Fund Program to support resident training programs and homeownership training.

- **Increase Public Housing Residents' level of educational attainment.**

The Authority continued to support and/or administer a wide array of educational programs. On-site activities included computer and tutorials classes. A continuing partnership with local institutions of education were used to facilitate residents and program participants involvement in, and success with, off-site educational programs.

- **Raise Public Housing Residents' level of awareness and use of key living skills.**

Staffing constraint has prevented significant activity in this area.

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**HUD STRATEGIC GOAL: Improve quality of life and economic viability**

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**RELATED SHA VISION, GOALS AND OBJECTIVES:**

**Vision: The evolution of neighborhoods into stable communities in which residents have a higher degree of satisfaction and involvement.**

- **Increase level of resident pride and satisfaction with physical surroundings**

The Authority expended Capital Funds on site improvements at LA 2-1 & 5 housing developments and proposed site improvements to LA 2-7. The design of the site improvements, as well as other improvements to buildings and dwellings, are carried out with the input from the residents.

Management also strengthened its efforts to increase resident responsibility for the physical condition and appearance of the properties. Resident's responsibilities are reinforced through the implementation of lease enforcement, stringent unit and site inspections and follow-up by managers.

- **Increase residents' perception of safety**

In the absence of PHDEP funding, the Authority continued its security program using funding from other sources (operating budget, Section 8 Reserves, Capital Fund and other

federal grants). The Security Program is in place at LA 2-1 & 2 public housing developments.

- **Reduce the incidence of interpersonal conflicts**

The Authority focused on lease enforcement. Managers and residents participated in the development of new admissions and occupancy policies, the result of which should be reduced management/tenant conflict.

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**AUTHORITY INTERNAL GOAL: Improve service delivery to the primary customer**

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**RELATED SHA VISION, GOALS AND OBJECTIVES:**

**Vision: The delivery of high quality services in an efficient, effective and consumer-friendly fashion.**

- **Increase employee efficiency.**

The staff has attended REAC training in the PHAS, MASS and PCS inspections. This training enabled staff to fully understand the HUD's expectations for PHA performance and how to improve individual performance to enhance agency operations in the delivery of quality service to public housing residents. The training also enhanced the staff performance in the area of lease enforcement. Training has also been received in Resident Income Management (RIM).

- **Improve employee morale and productivity.**

The Authority moved its administrative offices to a facility that is more conducive for the administrative staff to the conduct of the agency's business.

- **Enhance housing production capacity by developing formal partnerships.**

The Authority is under agreement with a private development partner to assist with its planned affordable housing production.

## ATTACHMENT H

### Description of Pet Policy

The pet policy authorizes residents, regardless of housing development, to keep pets. It sets forth rules and guidelines regarding the type of pets that may be kept, registration of pets, their care, their behavior and remedies for violation of the pet policy and its rules.

- Except for birds, fish, hamsters and other miniature pets, only one pet may be kept in any one dwelling unit.
- Pets shall be limited to companion animals which are defined as domestic household pets such as dogs, cats, small caged birds, gerbils, small turtles, hamsters, rabbits and fish. There are size limits on pets and rules for caging and/or physical restraints on pets, as well as birth control and vaccination.
- Reptiles, exotic animals and birds of prey are not considered household pets and may not be kept as a pet at any time.
- No aggressive or vicious animal may be kept as a pet at any time.
- Mature cats may not exceed 18 pounds. Mature dogs may not exceed 40 pounds.
- Residents must complete a pet application and registration prior to the initial possession of a pet. Annual registration of the pet is required.
- The pet deposit is \$300 for a dog or cat.
- Dogs and cats must be licensed by the municipality.
- Dogs and cats over six months of age must be spayed or neutered.
- Pets must be confined or on a leash. Owners are responsible for immediately cleaning up pet waste.
- All pet care and treatment must be in conformance with local ordinances.
- Pets shall not interfere with other residents' quiet enjoyment of the premises. Pets are not allowed to become nuisances.
- Certified guide, signal, or service dogs may be kept by persons with visual, hearing or physical disabilities. Owners and tenants are responsible for visiting pets.
- Pet owners must indemnify the SHA and hold it harmless against loss or liability.

- The pet policy is a provision of the dwelling lease. Violation of the pet policy is a violation of the lease.
- Enforcement of the pet policy shall be carried out in the manner of enforcement of the lease.

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHA Name:</b> Housing Authority of the City of Shreveport		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> FY 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/04 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements Soft Costs	\$133,000.00	\$6,400.02	\$6,400.02	\$6,400.02	
	Management Improvements Hard Costs					
4	1410 Administration	\$122,000.00	\$108,742.35	\$62,004.14	\$62,004.14	
5	1411 Audit	\$12,000.00	\$0.00	\$0.00	\$0.00	
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00	
7	1430 Fees and Costs	\$140,000.00	\$79,050.00	\$79,050.00	\$6,450.00	
8	1440 Site Acquisition	\$2,750.00	\$0.00	\$0.00	\$0.00	
9	1450 Site Improvement	\$145,000.00	\$134,932.00	\$52,932.00	\$52,932.00	
10	1460 Dwelling Structures	\$851,386.00	\$914,167.27	\$228,825.53	\$191,100.93	
11	1465.1 Dwelling Equipment—Nonexpendable	\$57,000.00	\$49,935.30	\$49,935.30	\$49,935.30	
12	1470 Nondwelling Structures	\$110,000.00	\$4,600.00	\$4,600.00	\$4,600.00	
13	1475 Nondwelling Equipment	\$72,000.00	\$34,298.06	\$34,298.06	\$34,298.06	
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00	
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00	
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00	
17	1495.1 Relocation Costs	\$35,000.00	\$10,000.00	\$2,200.00	\$2,200.00	
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name: Housing Authority of the City of Shreveport	Grant Type and Number Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>FY 2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 03/31/04  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of Annual Grant: (sum of lines.....)	\$1,680,136.00	\$1,342,125.00	\$520,245.05	\$409,920.45
	Amount of line XX Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line XX Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line XX Related to Security –Soft Costs	\$75,000.00	\$0.00	\$0.00	\$0.00
	Amount of Line XX related to Security-- Hard Costs	\$35,000.00	\$34,298.06	\$34,298.06	\$34,298.06
	Amount of line XX Related to Energy Conservation Measures	\$732,000.00	\$116,535.23	\$116,535.23	\$98,946.63
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>Housing Authority of the City of Shreveport</b>		Grant Type and Number Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE MGMT. IMPR	a. Public Housing Utility Allowance Study		1408		\$12,000.00	\$6,400.02	\$6,400.02	\$6,400.02	Completed
	b. Depreciation Schedule Software Program & Training		1408		\$8,000.00	\$0.00	\$0.00	\$0.00	Deferred
	c. Physical Security Program		1408		\$75,000.00	\$0.00	\$0.00	\$0.00	Deferred
	d. HA Staff Training Program (PHAS, MASS, REAC Computer, Job Training, etc.)		1408		\$20,000.00	\$0.00	\$0.00	\$0.00	Deferred
	e. Resident's Education & Training Program		1408		\$15,000.00	\$0.00	\$0.00	\$0.00	Deferred
	f. Homeownership Training		1408		\$3,000.00	\$0.00	\$0.00	\$0.00	Deferred
	Total				\$133,000.00	\$6,400.02	\$6,400.02	\$6,400.02	









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

PHA Name: <b>Housing Authority of the City of Shreveport</b>		Grant Type and Number Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	a. Trees Maintenance		1450		\$15,000.00	\$0.00	\$0.00	\$0.00	Deferred
LA 2-1 & 2	b. Lawn Maintenance Program		1450		\$90,000.00	\$90,000.00	\$28,000.00	\$28,000.00	On-going
LA 2-4	c. Underground Electrical Service Supply (1/4)		1450		\$0.00	\$0.00	\$0.00	\$0.00	Deferred
LA 2-7	d. Drainage, Landscapes, Fencing & Site Improvements		1450		\$40,000.00	\$20,000.00	\$0.00	\$0.00	On-going
LA 2-9 & 10	e. Chain Link & Wooden Fences At Site Boundaries		1450		\$0.00	\$0.00	\$0.00	\$0.00	Deferred
HA-WIDE	f. Foundation and Site Work		1450			\$24,932.00	\$24,932.00	\$24,932.00	On-going
Total					\$145,000.00	\$134,932.00	\$52,932.00	\$52,932.00	

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

PHA Name: <b>Housing Authority of the City of Shreveport</b>		Grant Type and Number Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
LA 2-7	a. Comprehensive Modernization		1460		\$640,000.00	\$676,508.74	\$0.00	\$0.00	On-going
HA-WIDE	b. Replacement Kitchen Cabinets		1460		\$40,000.00	\$0.00	\$0.00	\$0.00	Deferred
HA-WIDE	c. Replacement Vinyl Composition Floor Tiles		1460		\$98,386.00	\$98,386.00	\$97,553.00	\$78,677.00	On-going
HA-WIDE	d. Post REAC Inspection Health and And Safety Repairs		1460		\$40,000.00	\$20,000.00	\$12,000.00	\$10,740.00	On-going
LA 2-4	e. Refinish Drywall Ceilings		1460		\$15,000.00	\$0.00	\$0.00	\$0.00	On-going
LA 2-1 & 2	f. Bathtub Liners		1460	25	\$18,000.00	\$0.00	\$0.00	\$0.00	Deferred
LA 2-8	g. Comprehensive Modernization		1460			\$116,535.23	\$116,535.23	\$98,946.63	On-going
HA-WIDE	h. Homeownership		1460			\$2,737.30	\$2,737.30	\$2,737.30	Complete
Total					\$851,386.00	\$914,167.27	\$228,825.53	\$191,100.93	







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

PHA Name: <b>Housing Authority of the City of Shreveport</b>		Grant Type and Number Capital Fund Program Grant No: <b>LA48P00250103</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
LA 2-7	a. Relocation & Incidental Costs		1495		\$35,000.00	\$10,000.00	\$2,200.00	\$2,200.00	On-going
	Design Fees								
	Total				\$35,000.00	\$10,000.00	\$2,200.00	\$2,200.00	

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: <b>LA48P00250103</b> Replacement Housing Factor No:				Federal FY of Grant: FY 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE							
MGMT. IMPMT.							
A.	09-30-03						
B.	09-30-03						
C.	09-30-04						
D.	09-30-04						
E.	09-30-04						
F.	09-30-04						
HA-WIDE ADMIN							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
D.	09-30-04						
E.	09-30-04						
AUDIT	09-30-04						
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: <b>LA48P00250103</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>FEES &amp; COSTS</b>							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
<b>HA-WIDE SITE IMPMTS</b>							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
D.	09-30-04						
E.	09-30-04						
<b>HA-WIDE DWELLING STRUCTURES</b>							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
D.	09-30-04						
E.	09-30-04						
F.	09-30-04						

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

PHA Name: Housing Authority of the City of Shreveport		Grant Type and Number Capital Fund Program No: <b>LA48P00250103</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE DWELLING EQUIPMENT							
A.	09-30-04						
B.	09-30-04						
HA-WIDE NON-DWELLING STRUCTURES							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
HA-WIDE NON-DWELLING EQUIPMENT							
A.	09-30-04						
B.	09-30-04						
C.	09-30-04						
RELOCATION COST							
LA 2-7	09-30-04						

## ATTACHMENT J

### **SUMMARY OF SHA PLAN FOR IMPLEMENTING THE COMMUNITY SERVICE REQUIREMENT**

By virtue of legislation enacted through the Quality Housing and Work Responsibility Act of 1998 (The Act), housing authorities and adult public housing residents are mandated to comply with the community service requirement beginning with housing authorities fiscal years that commence on or after October 1, 2000.

The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act signed on February 21, 2003, reinstated this provision by not extending section 432 of the Federal FY 2002 Act, which applied only to funds appropriated for Federal FY 2002.

The Housing Authority of the City of Shreveport (SHA) has reimplemented its Community Service Program and Economic Self-Sufficiency Program.

The requirements listed below summarize the policy and procedures that are effective for all nonexempt residents following execution of a lease containing community service and self-sufficiency requirements by the families' heads of household.

1. Contribute 8 hours per month of community service (not including political activities); or
2. Participate in an economic self-sufficiency program for 8 hours per month; or
3. Perform 8 hours per month of combined activities as described in paragraphs (1) and (2) above.

For an adult resident to be exempt from these requirements, the resident must be classified in at least one of the following categories:

1. Is 62 years or older;
2. (i) Is a person with a disability(s); or  
(ii) A primary caretaker of such an individual;
3. Is engaged in work activities or job readiness training; or

4. Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:
  - a. Unsubsidized employment;
  - b. Subsidized private-sector employment;
  - c. Subsidized public-sector employment;
  - d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  - e. On-the-job-training;
  - f. Job-search and job-readiness assistance;
  - g. Community service programs;
  - h. Vocational educational training (not to exceed 12 months with respect to any individual);
  - i. Job skills training directly related to employment;
  - j. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  - k. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  - l. The provision of childcare services to an individual who is participating in a community service program.
  
5. A full-time student.

The SHA has endorsed 30 hours per week as a minimum number of hours for a work activity exemption.

The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is just cause for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term.

At least 30 days before the expiration of the lease term, SHA shall verify compliance of the community service requirement. Self-certification by residents is not acceptable. Third party certification must be provided by the entity with whom the resident is working.

If the resident or another family member has violated the service requirement, the SHA shall not renew the dwelling lease upon expiration of the term unless:

1. The resident, and any other noncompliant resident, enter into a written agreement with the SHA, in the form and manner required by the SHA, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of

the new lease; and

2. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

The resident must notify the SHA of any change in status at the time he/she becomes aware of such change. Failure to notify the SHA of a change in status shall result in the SHA relying solely upon the "current" information regarding the specific resident.

In implementing the community service requirement, the SHA **will not** substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

The SHA shall exercise administer its community service program by:

- Forming cooperative partnership/relationships with the other entities (i.e. qualified organizations, agencies or institutions or resident organizations) with a community mission in order to make opportunities available for residents; and
- Providing program administration through a combination of staff activities and contracts with a third party.

**All community service programs under the SHA's jurisdiction whether directly administered, or through partnerships with qualified organizations or through contracts with such organizations shall be accessible for and to persons with disabilities.**