

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

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# PHA Plans for the St. James Parish Housing Authority

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2008

## **Version 2**

**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: St. James Parish Housing Authority**

**PHA Number: LA092**

**PHA Fiscal Year Beginning: (mm/yyyy) 10/2008**

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:                  Number of S8 units:                  Number of public housing units: **318**  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

***Progress Statement:*** *SJPHA continues to support our mission of providing adequate housing as we are the largest housing program in the Parish. Our capital funds are obligated to improving the physical condition of our properties to ensure our housing stock is suitable and marketable. We have made considerable progress in upgrading our systems and housing and seek to leverage funds and pursue innovative funding options to place us in the proper posture to address the increasing housing needs of our community.*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies: *There are 61 vacant units; most are boarded and need extensive repair. Of a recent review of the 61 vacancies, the Housing Authority through an approved forced account labor program are on schedule to make the necessary repairs to 11 units with annual CFP funds. Major roofing systems will be contracted out and Vacherie and Baytree received shingle/roof damage from Hurricanes Katrina and Rita that were not covered with insurance and will need to be addressed with Capital Funds. The Authority's goal is to repair and occupy as many of these units as possible, as soon as possible, using Capital Fund monies. It should be noted that occupied units also need extensive repair, and will take a significant portion of the available*

*Capital Fund. SJPHA has already repaired several vacant units to make ready for occupancy and has developed plans for the remaining vacant unit repairs, as well as improvements for the developments as a whole to include using Capital Funds for Debt service through leveraging.*

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)
  - *Remaining vacant units will be addressed through the revitalization plans as recommended by the consultant firm.*
  - *Outreach efforts will continue with Social Service and faith based organizations to bring resident programs into the complexes and/or develop a comprehensive transportation plan to address the increasing number of High School dropouts and unemployed families.*

**Progress Statement:** *The Force Account crew was successful in repairing the 11 units. Asset Management preparation and implementation caused a setback in time table for roofing. Vacancy reduction continues with 13 units. RFP for turnaround to last units with new or better roofs. Bond financing pool terminated due to lack of participation of housing authorities. Agency signed contract with consultant firm for tax credit and/or mixed finance development projects for convent and central developments.*

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) *Agency has been under a waiver for PHA's since Hurricane Katrina, which expired 12/2007.*
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction: *Actions have already been taken to improve maintenance response time, and improve maintenance and administrative customer service. These will be continued and enhanced as needed. Quality Control Inspection Program has been implemented.*
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) *All management areas have seen recent improvement: finance, admissions, maintenance, inspections, annual re-examinations, rent collections, lease compliance and enforcement, resident services, security, etc. Policies and procedures have been implemented and are monitored to improve management efficiency and to ensure HUD regulations are followed.*
  - Renovate or modernize public housing units: *All developments are in severe states of disrepair. A preliminary analysis indicates that the Convent and Central Developments may not be financially or socially feasible in the long term. Convent is extremely isolated, located in an undesirable area surrounded by swamp, debris and litter. The overall condition of Central is also extremely poor. It should be noted that in the past, some developments were partially renovated; the remaining un-*

*renovated units at those developments need to be addressed. Other sites have had no renovation and are in extreme need. As many units as possible will be renovated utilizing Capital Funds. As discussed in following sections, SJPHA is developing plans to complete the renovation of St. James/Hymel. Other developments will follow.*

- Demolish or dispose of obsolete public housing: *We have signed an agreement for consulting services to redevelop the Convent and Central complexes to included demolition and relocation plans.*
- Provide replacement public housing: *Replacement housing will be based on replacement housing factor and leveraging of other resources as this agency has no desire to reduce the number of public housing units available.*
- Provide replacement vouchers: *Once SJPHA completes and develops plans to demolish or dispose of selected units, SJPHA will apply for replacement vouchers equal to the number of dispose/demolished units or greater if possible.*
- Other: (list below)
  - *If SJPHA at a later date, develops plans to demolish or dispose of the Convent or Central developments, SJPHA may work with other agencies to explore partnership/s with service based organizations in providing supportive/transitional housing programs. As well, explore other affordable housing opportunities to replace demolished units. Also, replacement units may be sought through a Tax Credit Application and/or mixed financing developments.*

**Progress Statement:** *St. James-Hymel is online with the exception of two units that may be converted into community space for the community because they have none. Maintenance quality control has been implemented as well as tenant file QT.*

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)
    - *Maintain site-based waiting list.*

**Progress Statement:** *Site-based waiting lists are very effective in this Parish due to the distance between the developments. This method has assisted in reducing the lease-up time as families are given choices and can take all factors into consideration of where they choose to live.*

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *82% of SJPHA's residents are extremely low income. The distribution of extremely low-income residents is relatively equal between the six developments. In addition, 82% of applicants on the waiting list are extremely low-income. The Authority will make every effort to attract higher income applicants to the program; however, historical data indicates previous efforts have had little success.*
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: *The Authority has improved lighting at most developments and will continue providing police patrols at sites. These patrols are essential to ensure that recent improvements to safety and security are maintained. In addition to police patrols, the Authority has improved Parish police response at the developments.*
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - *The Authority is currently taking steps to more effectively enforce the lease by taking appropriate eviction action when necessary to eliminate all kinds of lease violators and drug/gang/criminal activity from the sites so that lease abiding residents can enjoy a safe housing environment.*
    - *Implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.*

**Progress Statement:** *A continued cooperation agreement is in place with the Sheriff's Office. Patrol agreement has not been enforced due to staffing problems in Sheriff's Office; however we continue to receive monthly reports and work together on reporting criminal activity.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families: *As stated above, 58% of the Authority residents are unemployed. The SJPHA works with local supportive service agencies to coordinate*

*training and educational programs. However, historical data indicates previous actions have seen little success.*

- Provide or attract supportive services to improve assistance recipients' employability: *The SJPHA has supportive service agreements with the Department of Human Resources, and the St. James Parish Workforce Investment who offer assistance to residents in improving employability success.*
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
  - *Partnership with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.*

**Progress Statement:** *(1) has partnered with Grace Community Services (a faith based organization) to provide GED prep, CDL prep, computer literacy skills classes and job skills readiness training on site in one of our developments. The provide bus transportation to their programs and all services offered are free. (2) Partnering with St. James Parish Human Resources for Youthbuild application and Youthbuild program to address vacancy reduction and curb appeal of complexes.*

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *The St. James Parish Admissions and Continued Occupancy Policy contains its affirmative action policy. It should be noted that 98% of the residents are African/American and 96% of applicants for the program are African/American. Historically, previous affirmative measures in this area have been unsuccessful. All applicants and residents at time of annual recertification are given information regarding their rights as it relates to fair housing. This information also includes the telephone number to the nearest Fair Housing Organization.*
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: *As stated in other areas of this plan, the Authority's goal is to improve the condition of vacant units in need of repair to provide suitable and safe living environment for all families, regardless of race, color, religion, etc. Most occupied units are also in need of repair; the repairs are not segregated to specific groups based on race, color, religion, etc.*
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *The Authority has 10 accessible units. As stated previously, the SJPHA is*

*addressing the condition of occupied units and vacant units, to repair them to acceptable levels. This plan includes improvement to the accessible units.*

Other: (list below)

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

*Apply for and implement a Family Self-Sufficiency Program by applying for a FSS Coordinator grant. If successful, FSS program will be a catalyst for improving economic status of families and hopefully sparking an interest in self-sufficient behavior by a core group of leaders. Applications have been successful.*

*Develop, apply for funding and seek neighborhood and Parish support for a Neighborhood Career Center to house programs offered by local offices to broaden the base and scope of their services and extend them to our public housing residents.*

*Partnership with Grace Community Services in Central complex:*

- *Enroll at least 60 Public Housing residents agency wide*
- *Increase job skills training*
- *Provide additional revenues to PHA through increased rental income*

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- 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.

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

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

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

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

*The most important challenges to be met by the of St. James Parish Housing Authority during FY 2008 include:*

- *Continue to reduce crime at the sites, caused both by residents and neighboring communities, by increasing cooperation with the St. James Parish Sheriff's Department;*

- *Sign MOU with Department of Human Resources to partner with Youthbuild Application and Youth Corps for out of school youth.*
- *Provide safe and secure housing to lease abiding residents, through aggressive lease enforcement for non-lease abiders;*
- *Improve the public housing stock of vacant and occupied units through the Capital Fund, thereby reducing the number of vacant units and improving the quality of life for all residents;*
- *Continue to train maintenance staff in acceptable maintenance standards, and improving the quality of all units and the customer service provided;*
- *Continue to train administrative staff in HUD regulations and revised SJPHA policies and procedures, thereby decreasing and/or eliminating the back log of HUD required actions, i.e. annual re-examinations, interim re-examinations, financial reporting, etc.;*
- *Implement a Public Housing Self Sufficiency with a minimum program size of 25;*
- *Continue to improve the Authority's PHAS score;*
- *Explore option of mixed finance developments and tax credit developments to address parish-housing needs;*
- *Partner and support development of a Community Development Corporation to work on addressing huge housing shortage in the Parish;*
- *Develop Neighborhood Career Center to strengthen efforts in achieving self-sufficiency; and*
- *Assist in development of a Career Development Center for the Tri-Parish area.*

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

### **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 (*la092a02*)
- FY 2008 Capital Fund Program Annual Statement (*la092b02*)
- 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 Board Members (*la092c02*)
- List of Resident Board Member (*la092d02*)
- Community Service Description of Implementation (*la092e02*)
- Information on Pet Policy (*la092f02*)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

- Other (List below, providing each attachment name)
  - *Deconcentration and Income Mixing Analysis Results (la092g02)*
  - *Progress in Meeting 5 Year Plan Goals (la092h02)*
  - *Criteria for Substantial Deviation and Significant Amendment (la092i02)*
  - *VAWA Support and Assistance Statement (la092j02)*

Optional Attachments:

- PHA Management Organizational Chart (*la092k02*)
- FY 2008 Capital Fund Program 5 Year Action Plan (*la092l02*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - *2007 Performance and Evaluation Report (la092m02)*
  - *2006 Performance and Evaluation Report (la092n02)*
  - *2005 Performance and Evaluation Report (la092o02)*

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[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	Loca-tion
Income <= 30% of AMI	696	5	5	5	5	5	5
Income >30% but <=50% of AMI	199	5	5	5	5	5	5
Income >50% but <80% of AMI	139	5	5	5	5	5	5
Elderly	353	5	5	5	5	5	5
Families with Disabilities	297	5	5	3	5	5	5
White	27	5	5	3	1	3	5
Black/African American	357	5	5	3	1	3	5
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** 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	158		
Extremely low income <=30% AMI	150	95%	
Very low income (>30% but <=50% AMI)	8	5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	135	86%	
Elderly families	5	3%	
Families with Disabilities	18	11%	
White	1	1%	
Black/African American	157	99%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	68	43%	
2 BR	50	32%	
3 BR	33	21%	
4 BR	7	4%	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <span style="color: blue;">N/A</span>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes <span style="color: blue;">N/A</span>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <span style="color: blue;">N/A</span>			

### 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)
  - *Leveraging PHA resources to secure additional development funding.*
  - *With a number of units still vacant, our agency is pursuing alternative financing options through Capital Fund leveraging and/or USDA funds to address existing public housing that can be revitalized. Other options to address housing include tax credit/mixed development financing applications and partnerships with local Parish agency to create sustainable housing services and programs.*

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

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 *N/A***

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[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 2008 grants)</b>		
a) Public Housing Operating Fund	760,360.00	
b) Public Housing Capital Fund (actual 2008 grant)	522,792.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) (actual as of 3/31/08)</b>		
2006 Capital funds grant	67,500.00	Public housing capital improvements
2007 Capital funds grant	70,078.39	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	385,000.00	Public housing operations
<b>4. Other income (list below)</b>		
Interest Income	10,500.00	Public housing operations
Misc. tenant charges	16,000.00	Public housing operations
Fraud recovery from tenants	11,950.00	Public housing operations
Insurance/dividends	21,500.00	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$1,865,680.39</b>	

### **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: (state time)  
*1 month*
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history (*Landlord references*)
- Housekeeping
- Other (describe)
  - *Ability to comply with the terms of the lease agreement.*
  - *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.*

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

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

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

##### **(2)Waiting List Organization**

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

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

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

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

c. If the PHA 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?**6**

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? **May choose up to three (3)**  
*May also choose all sites if homeless preference is selected and verified through referral.*

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(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)
  - *Domestic Violence*

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)
  - *Single applicants who are elderly, disabled or with a child 3 years old or younger shall have preference over single 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.

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- 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
- 2 Other preference(s) (list below)
  - *Single applicants who are elderly, disabled or with a child 3 years old or younger shall have preference over single applicants.*

4. Relationship of preferences to income targeting requirements:

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

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

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
  - *Tenant Orientation session prior to initial occupancy.*

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

- At an annual reexamination and lease renewal

- Any time family composition changes (*within 10 days of change*)
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA’s analysis of its family (general occupancy) 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:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

**B. Section 8 *Not Applicable* – The PHA does not administer 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 *N/A***

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

**(2) Waiting List Organization *N/A***

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time** *N/A*

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

If yes, state circumstances below:

**(4) Admissions Preferences** *N/A*

- 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)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs N/A**

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)

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

- Through published notices
- Other (list below)

## **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: *N/A*

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: *N/A*

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

- 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) *N/A*

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

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

- 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
- 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)\_\_\_\_\_
- Other (list below)
  - *Anytime the family composition changes (within 10 days of change)*
  - *Residents may report decreases in income*

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
  - *80% of FMR's for the area.*

**B. Section 8 Tenant-Based Assistance *Not Applicable – The PHA does not administer Section 8***

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 *N/A***

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (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 N/A**

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

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

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

## **5. Operations and Management**

[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. (*la092k02*)

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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<i>227</i>	<i>16</i>
Section 8 Vouchers	<i>N/A</i>	<i>N/A</i>
Section 8 Certificates	<i>N/A</i>	<i>N/A</i>
Section 8 Mod Rehab	<i>N/A</i>	<i>N/A</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<i>N/A</i>	<i>N/A</i>
Public Housing Drug Elimination Program (PHDEP)	<i>0</i>	<i>0</i>
Other Federal Programs(list individually)	<i>N/A</i>	<i>N/A</i>

### **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 (ACOP)*
- *Grievance Procedures*
- *Tenant Selection and Assignment Plan (Included in ACOP)*
- *Rent Collection Policy*
- *Community Service Plan (Included in ACOP)*
- *Termination and Eviction Policy (Included in ACOP)*
- *Transfer and Transfer Waiting Policy (Included in ACOP)*
- *Deconcentration and Income Targeting Policy (Included in ACOP)*
- *Dwelling Lease*
- *Maintenance Plan and procedures*
- *Use of Community Room Policy*
- *Debarment Policy*
- *Enterprise Income Verification (EIV) Security Policy*
- *Check Writing Policy*
- *Capitalization Policy*
- *Cash Management/Internal Controls Policy*
- *Collection Losses Policy*
- *Credit Card Policy*
- *Disposition Policy*
- *Doubtful Accounts Policy*
- *ELOCCS Policy*
- *Investments Policy*
- *Policy for Acquiring Insurance*
- *Repayment Agreement Policy*

(2) Section 8 Management: (list below) *N/A*

## 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:

- *The SJPHA Grievance Procedure follows HUD regulations, and in addition defines notice timeframes, how to conduct the hearing, selection of hearing officer, etc.*

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

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

### B. Section 8 Tenant-Based Assistance *Not Applicable – The PHA does not administer Section 8*

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. 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) (*la092b02*)

-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 (state name) (*la092l02*)

-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) *N/A*

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:
- *The Housing Authority will pursue mixed financing options at all levels once available funding and resources are secured.*
  - *The Housing Authority has entered into contract with consultant firm to begin tax credit and mixed financing option plans for rebuilding Convent and Central Communities.*

*The agency is aware that HUD approval is necessary prior to engaging in mixed-finance activities; however, because it is the intent of the agency to explore these options we felt it necessary and appropriate to include our intentions to explore these options. We entered into contract with Centerpointe, LLC in December 2007 to provide consulting services for our agency to recommend options for the Convent and Central communities to include demolition/disposition, tax credit development, revitalization and/or mixed-finance options. We are unable to provide an implementation schedule at this time but we expect to have a report on the consultant's recommendations on or before January 30, 2009. Assuming the report is received timely staff will review the report and follow-up with consultants for at least a 60 day period prior to making recommendation to the*

*Board of Commissioners. The ED review will involve meeting with key Parish officials to determine the “fit” and/or possible acceptance of such a plan and the overall impact it would have on the affected communities. A projected review by the Board of Commissioners may take up to 60 days depending on the extent of the recommendation by the Executive Director and Consultant. If plan is accepted by Board of Commissioners the next course of action would involve contacting Centerpointe to determine the steps necessary to implement accepted plan. A statement or implementation schedule with detailed steps and dates will be included in next year’s Annual Plan.*

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

## 8. Demolition and Disposition

[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

*Will apply for long term vacant buildings in Convent and Central, dispose of 1 building and 2 units in St. James/Hymel. Pending physical needs assessment, continued viability of Convent/Central will be determined. Consultant firm to make presentation to Board and local Government officials of proposed plan to include Central and Convent developments.*

*These activities are proposed and not a final plan and is what the Board and staff feel is appropriate at this point of submission but is not to be accepted as a final plan or definite projection.*

- 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: <b>Central</b> 1b. Development (project) number: <b>LA 92-3</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b><u>(06/2010)</u></b>
5. Number of units affected: <b>18</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>FY2010</b> b. Projected end date of activity: <b>FY2010</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <i>Convent</i>	
1b. Development (project) number: <i>LA92-4</i>	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <i><u>FY 2010</u></i>	
5. Number of units affected: <i>30</i>	
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: <i>FY 2010</i>	
b. Projected end date of activity: <i>FY 2010</i>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: <i>James/Hymel</i>	
1b. Development (project) number: <i>LA 92-6</i>	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <i><u>06/2010</u></i>	
5. Number of units affected: <i>4</i>	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <i>FY 2009</i>	
b. Projected end date of activity: <i>FY 2009</i>	

**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 *N/A*

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

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

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

[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 *N/A*

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

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

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

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

**11. 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 *N/A*

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

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

**B. Section 8 Tenant Based Assistance**

***Not Applicable – The PHA does not administer Section 8***

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.) *N/A*

2. Program Description: *N/A*

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and 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)
<i>St. James Parish School Board</i>	<i>30</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>LSU Extension Services</i>	<i>10</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>South University Extension Services</i>	<i>20</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Girl Scouts/Boy Scouts</i>	<i>45</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Workforce Investment</i>	<i>Unlimited</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Department of Human Resources</i>	<i>Unlimited</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Community Resource Center – Brooks</i>	<i>25</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Community Learning Center – Convent</i>	<i>25</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>Youth Summer Program</i>	<i>0</i>	<i>Specific</i>	<i>PHA Main Office</i>	<i>PH Residents</i>
<i>TANF After School for All</i>	<i>65</i>	<i>Specific</i>	<i>Baytree, Oscar Brooks, Convent, Vacherie</i>	<i>PH youth grades K-9</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

*Description of Community Service requirements implementation is included as attachment (1a092e02)*

## **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 (*added*)
- 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)
  - *Lack of special funding to provide for needed security and extra duty police.*

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

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

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

- *St. James*
- *Vacherie*
- *Central*
- *Convent*
- *Baytree*
- *Brooks*

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

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

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

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

- *St. James*
- *Vacherie*
- *Central*
- *Convent*
- *Baytree*
- *Brooks*

### C. Coordination between PHA and the police

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

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

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

- *St. James*
- *Vacherie*
- *Central*
- *Convent*
- *Baytree*
- *Brooks*

### D. Additional information as required by PHDEP/PHDEP Plan *Not Applicable*

PHAs eligible for FY 2005 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 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

*Description of Pet Policy (Family & Elderly/Handicapped is included as attachment (1a092f02)*

### **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?
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? 1
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[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) *N/A*
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table? *N/A*

## **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:
    - *Requested completion of screen door project and we informed the residents that this is already in progress and they have been ordered.*
    - *Other comments were management issues as it relates to rent determination, maintenance charges and parking policy.*
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

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

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - *Increase the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate-income families. The shortage of affordable, decent, safe and sanitary units available for rent in rural areas is a major concern listed in the State of Louisiana Consolidated Plan. The PHA activity consistent with this initiative is reducing the number of PHA vacancies.*
  - *Rehabilitate substandard housing occupied by low and very low-income families. The PHA activity consistent with this initiative is modernizing and rehabilitating the existing PHA housing stock.*
- Other: (list below)

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

- *Preservation and rehabilitation of the Parish's existing housing stock primarily for extremely low, very low and low-income families.*
- *Expansion of economic opportunities in the Parish, particularly for lower income residents.*

- *Continued encouragement and support of non-profit organizations in seeking additional funding sources and continued assistance in obtaining such funding whenever possible.*

**D. Other Information Required by HUD**

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

## Attachments

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

<i>Admissions Policy for Deconcentration</i>	<i>la092a02</i>
<i>FY 2008 Capital Fund Program Annual Statement</i>	<i>la092b02</i>
<i>List of Resident Advisory Board Members</i>	<i>la092c02</i>
<i>List of Resident Board Member</i>	<i>la092d02</i>
<i>Community Service Description of Implementation</i>	<i>la092e02</i>
<i>Information on Pet Policy</i>	<i>la092f02</i>
<i>Deconcentration and Income Mixing Analysis Results</i>	<i>la092g02</i>
<i>Progress in Meeting 5 Year Plan Goals</i>	<i>la092h02</i>
<i>Criteria for Substantial Deviation &amp; Significant Amendment</i>	<i>la092i02</i>
<i>VAWA Support and Assistance Statement</i>	<i>la092j02</i>
<i>PHA Management Organizational Chart</i>	<i>la092k02</i>
<i>FY 2008 Capital Fund Program 5 Year Action Plan</i>	<i>la092l02</i>
<i>2007 Performance and Evaluation Report</i>	<i>la092m02</i>
<i>2006 Performance and Evaluation Report</i>	<i>la092n02</i>
<i>2005 Performance and Evaluation Report</i>	<i>la092o02</i>

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

**Annual Statement** *(See attachment la092b01)*  
**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement** (*See attachment la092b01*)  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement** (*See attachment la092b01*)

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<i>(See attachment la092101)</i>				
<b>Total estimated cost over next 5 years</b>				



**Attachment: la092a02**  
**DECONCENTRATION AND INCOME TARGETING POLICY**  
**FOR THE**  
**ST. JAMES PARISH HOUSING AUTHORITY**  
**LUTCHER, LOUISIANA**

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

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

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

A. Economic Deconcentration:

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

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

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal would not be cause to drop their name to the bottom of the list.

Implementation may include one or more of the following options:

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

#### B. Income Targeting

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

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA’s area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

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

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

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

**CAPITAL FUND PROGRAM TABLES START HERE**

**Attachment: la092b02**

**Annual Statement /Performance and Evaluation Report** 10/29/2008

**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> <p align="center"><b>St. James Parish Housing Authority</b></p>	<b>Grant Type and Number:</b> Capital Fund Program No: <p align="right"><b>LA48P09250108</b></p> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <p align="center"><b>2008</b></p>
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- Original Annual Statement     
  Reserved for Disasters/Emergencies     
  Revised Annual Statement/Revision No.   1
- Performance and Evaluation Report for Program Year Ending \_\_\_\_\_     
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	60,000.00	60,000.00		
3	1408 Management Improvements	43,000.00	43,000.00		
4	1410 Administration	52,792.00	52,279.00		
5	1411 Audit	10,000.00	10,000.00		
6	1415 Liquidated Damages	0.00	0.00		
7	1430 Fees and Costs	7,500.00	7,500.00		
8	1440 Site Acquisition	0.00	0.00		
9	1450 Site Improvement	15,500.00	15,500.00		
10	1460 Dwelling Structures	310,000.00	310,000.00		
11	1465.1 Dwelling Equipment-Nonexpendable	24,000.00	24,513.00		
12	1470 Nondwelling Structures	0.00	0.00		
13	1475 Nondwelling Equipment	0.00	0.00		
14	1485 Demolition	0.00	0.00		
15	1490 Replacement Reserve	0.00	0.00		
16	1492 Moving to Work Demonstration	0.00	0.00		
17	1495.1 Relocation Costs	0.00	0.00		
18	1499 Development Activities	0.00	0.00		
19	1501 Collateralization or Debt Service	0.00	0.00		
20	1502 Contingency	0.00	0.00		
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$522,792.00</b>	<b>\$522,792.00</b>		
22	Amount of line 21 Related to LBP Activities	0.00	0.00		
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00		
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00		
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00		
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00		

**Annual Statement/Performance and Evaluation Report**

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

10/29/2008

**Part II: Supporting Pages**

PHA Name: <b>St. James Parish Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>LA48P09250108</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2008</b>		
Development Number Name/HA-Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds	Funds	
LA 92 - All	<b>Operations</b> <i>(limited to 20% of grant)</i>	1406		60,000.00	60,000.00			
	<b>Total 1406</b>			<b>\$60,000.00</b>	<b>\$60,000.00</b>			
LA 92 - All	<b>Management Improvements:</b> <i>(limited to 20% of grant)</i>	1408		43,000.00	43,000.00			
	<b>Salaries/Contractual:</b>			-	-			
	Community Services Coordinator & 1 Center Aide			-	-			
	Adult Literacy & Soft Skill Development			-	-			
	Staff Training, Academic/tutorial and "multi-faceted"			-	-			
	recreation for youth* (Sheriff's Contract)			-	-			
	<b>Total 1408</b>			<b>\$43,000.00</b>	<b>\$43,000.00</b>			
LA 92 - All	<b>Administration:</b> <i>(limited to 10% of grant)</i>	1410		52,792.00	52,279.00			
	<b>Salaries &amp; Benefits:</b>			-	-			
	Executive Secretary (20%)			-	-			
	Executive Director (27%) \$20,365			-	-			
	Accounting Clerk (27%) \$7,273			-	-			
	<b>Total 1410</b>			<b>\$52,792.00</b>	<b>\$52,279.00</b>			
LA 92 - All	<b>Audit:</b>	1411		10,000.00	10,000.00			
	<b>Total 1411</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>			
LA 92 - All	<b>Fees &amp; Costs:</b>							
	Physical Needs Assessment	1430		4,000.00	4,000.00			
	Annual Plan Preparation	1430		3,500.00	3,500.00			
	<b>Total 1430</b>			<b>\$7,500.00</b>	<b>\$7,500.00</b>			





Attachment: la092c02  
St. James Parish Housing Authority  
List of Resident Advisory Board Members

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

Pending: Only 2 acceptances as of 4/10/08.

Richard Carter

Michelle Burton

Antoinette Jones

Yvette Keller

Leo McQueen

Mary Morris

Debra Bazile

Willie Dennis

Attachment: 1a092d02  
St. James Parish Housing Authority  
List of Resident Board Member

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

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

A. Name of resident member(s) on the governing board: ***Leo McQueen***

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

Elected

Appointed

C. The term of appointment is (include the date term expires): **03/11/08 to 03/01/11**

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

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

B. Date of next term expiration of a governing board member: **09/2010**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): ***Dale Hymel Jr. – Parish President***

Attachment: la092e02  
St James Parish Housing Authority  
Community Service Description of Implementation

Description of the Community Service Plan

The Housing Authority of the Parish of St. James Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority of the Parish of St. James believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

Administrative Steps Taken To Implement the Requirement

The following administrative steps were taken in implementing the PHA Community Service Policy. A written notification was sent to all residents regarding requirements on exempt status of each adult family member. Informed all residents of any programs that would be administered by the PHA, however; they are required to have their hours documented and signed by any outside authorized agency where they volunteered. Finally that the volunteer sheet required for filing would be provided by the PHA. The PHA maintains a tracking log for each family required to complete community service requirements.

## Programmatic Aspects of the Requirements

Activities that the residents can participate in and receive community service credit are Baytree Learning center, Vacherie Learning Center, Oscar Brooks Learning Center, Baytree Learning Center, Lutcher High School, Lutcher Elementary School, St James High School, Paulina Elementary, Romeville Elementary, Council on Aging, St James Parish Mobile Resource Bus, St James Parish Senior Center, Welcome Community Center, assisting with Kids after school and homework Helper. The following agencies assist the residents in accomplishing their community service, Independent School District, St. Vincent DePaul, Boys and Girls Club, St James Parish Libraries. For non-compliance with the Community Service Policy the PHA informed residents again of the requirements, then inform them of the consequences for non-compliance, i.e., grounds for eviction.

## Community Service Implementation Report

Number of tenants performing community service: 43

Number of tenants granted exemptions: 67

Number of tenants in non-compliance: 10 (all pending compliance recertification)

Number of tenant terminated/evicted due to non-compliance: 0

Attachment: 1a092f02  
St. James Parish Housing Authority  
Information on Pet Policy

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig, and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules and will be required to sign a Pet Agreement at initial occupancy or at the time of initial request for a pet and every year at time of reexamination or as otherwise required by SJPHA.

A non-refundable nominal pet fee of \$75.00 will be charged and is intended to cover the reasonable operating costs to the development directly attributed to a pet or pets in the unit (i.e. fumigation of a unit).

Limit of one pet per household.

Limit for birds is two (2).

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty (20) pounds; height shall not exceed fifteen (15) inches. *This does not apply to service animals that assist persons with disabilities.* Pit Bulls, Rottweilers and snakes of any kind are not allowed.

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be spayed or neutered.

Pet must be maintained on leash and kept under control when taken outside the unit.

Pet cannot be tied outside unit at anytime.

Aquarium cannot be more than 30 gallons.

Attachment: la092g02  
 St. James Parish Housing Authority  
 Deconcentration and Income Mixing Analysis Results

**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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Convent	30	D. The income characteristics of the Covered Development or Developments are sufficiently explained by other circumstances. E. Other explanation if it is consistent with bringing higher income tenants into lower income developments, or lower income tenants into higher income developments, AND if the explanation furthers local goals and strategies as stated in the PHA Plan.	
Central	36	D. The income characteristics of the Covered Development or Developments are sufficiently explained by other circumstances. E. Other explanation if it is consistent with bringing higher income tenants into lower income developments, or lower income tenants into higher income developments, AND if the explanation furthers local goals and strategies as stated in the PHA Plan.	
Vacherie	72	D. The income characteristics of the Covered Development or Developments are sufficiently explained by other circumstances. E. Other explanation if it is consistent with bringing higher income tenants into lower income developments, or lower income tenants into higher income developments, AND if the explanation furthers local goals and strategies as stated in the PHA Plan.	

Attachment: la092h02  
St. James Parish Housing Authority  
Progress in Meeting 5-Year Plan Goals

The St. James Parish Housing Authority has been successful in achieving its mission and 5 year plan goals during the fiscal year 2007. Goals are either completed or on target for completion as scheduled.

Concerning modernization the PHA has done substantial renovation of 60 units throughout six developments; exterior painting project; landscaping improvement.

Concerning self-sufficiency and crime and safety, PHA efforts reduced crime in the communities through aggressive lease enforcement and cooperation with Sheriff's office; improved communication and rapport with residents to receive information concerning crime in communities.

Concerning improving the quality of life, PHA has continued to work with residents on all levels referring them to local services and seeking to improve units and access to quality services and programs.

To ensure compliance with the HUD's latest rules and regulations, every policy was reviewed and updated as needed. Most significant was the update to the Admissions and Continued Occupancy Policy.

Concerning ensuring equal opportunity outreach efforts have been made by making renewed partnerships with community groups and medical facilities.

Attachment: la092i02  
St. James Parish Housing Authority  
Criteria for Substantial Deviations and Significant Amendments

**Substantial Deviations from the 5-Year Plan**

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

**Significant Amendments or Modification to the Annual Plan**

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency\* work items over \$25,000.00 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan); and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes.

Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

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\* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

Attachment: 1a092j02  
St. James Parish Housing Authority  
VAWA Support and Assistance Statement

The St. James Parish Housing Authority has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking. Notification is provided through re-certifications, interims, brochures placed in the lobby area and included in newsletters.

The PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with the Department of Human Resources through referrals to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again.

In addition, the PHA is in the process of amending its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA's intent to maintain compliance with all applicable requirements imposed by VAWA.

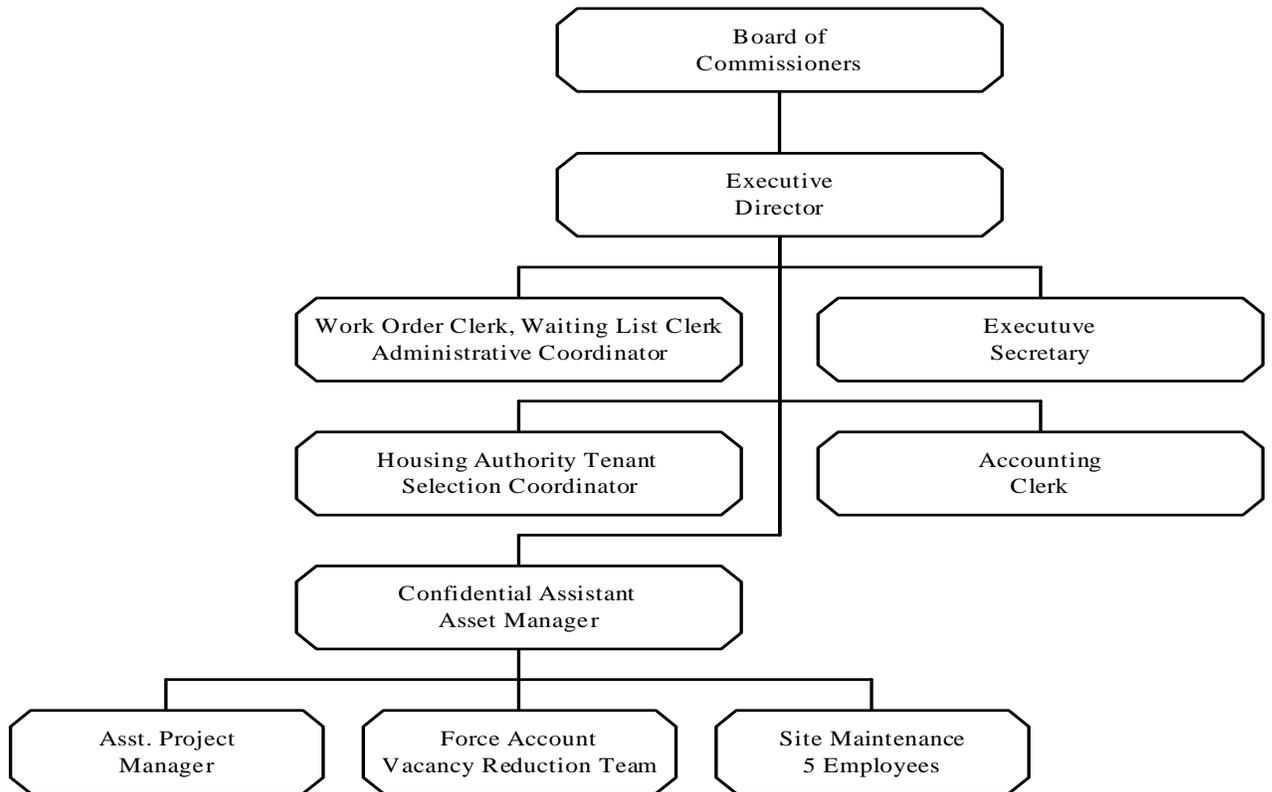
The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking, including allowing for the transfer to a different development;
- Create and maintain collaborative partnerships between PHA, victim service providers and law enforcement authorities to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA.

St. James Parish Housing Authority shall train its staff on the required confidentiality issues imposed by VAWA.

Finally, the PHA is providing a preference in the Public Housing program for victims of domestic violence.

**Attachment: la092k01**  
**St. James Parish Housing Authority**  
**PHA Management Organizational Chart**





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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2009 PHA FY: 2009		
2008	Development Name/Number	Major Work Categories	Estimated Cost
		Account No.	
	HA-Wide	Operations	1406 45,000.00
		Office Computer Software Upgrades	1408 24,000.00
		Resident Stipend Litter Control Program	1408 15,000.00
Annual		Staff training & policy development	1408 7,000.00
		Administration	1410 52,279.00
		Annual Plan Update	1430 4,013.00
		Water heater installation	1460 12,000.00
		Appliances (Stoves & Refrigerators)	1465.1 26,000.00
Statement		<b>Total HA-Wide</b>	<b>\$185,292.00</b>
	92-1	Sidewalk drainage upgrades	1450 40,000.00
	92-1	Window Screens Installation - 296 windows	1460 10,000.00
	92-1	New gutters (10 buildings)	1460 20,000.00
		<b>Total 92-1</b>	<b>\$70,000.00</b>
	92-3	Landscaping - improve curb appeal/ pruning of existing trees	1450 6,500.00
	92-3	Vacancy reduction - 8 units (offline units)	1460 41,000.00
	92-3	Demolition 12 units - 3 buildings	1485 60,000.00
		<b>Total 92-3</b>	<b>\$107,500.00</b>
	92-4	Demolition 8 units - 3 buildings	1485 50,000.00
		<b>Total 92-4</b>	<b>\$50,000.00</b>
	92-5	Kitchen upgrades (cabinets/countertops/sinks)- Vacancy reduction	1460 12,500.00
	92-5	Fence repair/replacement	1450 7,000.00
	92-5	Tub/shower replacement (10 units)	1460 40,000.00
		<b>Total 92-5</b>	<b>\$59,500.00</b>
	92-6	Window Screen Installation - 66 windows	1460 8,000.00
		<b>Total 92-6</b>	<b>\$8,000.00</b>
	92-8	Roof & shingle replacements	1460 40,000.00
	92-8	Kitchen upgrades (cabinets/countertops/sinks)- Vacancy reduction	1460 12,500.00
		<b>Total 92-8</b>	<b>\$52,500.00</b>
		<b>TOTAL CAPITAL FUNDS - 2009</b>	<b>\$532,792.00</b>

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

Activities for Year 1	Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
2008	Development Name/Number	Major Work Categories	Estimated Cost
		Account No.	
	HA-Wide	Operations	1406 60,000.00
		Resident Stipend Litter Control Program	1408 12,000.00
		Staff Training & Development	1408 7,000.00
Annual		Administration	1010 52,279.00
		Utility Allowance Study/Annual Update	1430 1,000.00
		Annual Plan Update	1430 4,500.00
		Appliances (Stoves & Refrigerators)	1465.1 21,000.00
		Office Furniture	1475 15,000.00
Statement		<b>Total HA-Wide</b>	<b>\$172,779.00</b>
	92-1	Landscaping - Curb appeal improvement/removal of existing tree/pruning of trees	1450 15,000.00
			- -
	92-1	New gutters	1460 20,000.00
	92-1	Door Hardware upgrades	1460 8,000.00
	92-1	Cabinet Replacement (15 units)	1460 67,500.00
	92-1	Electrical upgrades	1460 18,513.00
		<b>Total 92-1</b>	<b>\$129,013.00</b>
	92-5	Development signage/shrubbery & landscaping	1450 6,000.00
	92-5	Sewer clean out installation/plumbing	1450 10,000.00
	92-5	Window Screens Installation	1460 20,000.00
	92-5	Exterior Door replacements	1460 20,000.00
	92-5	Upgrades and replacement of wall heaters	1460 35,000.00
		<b>Total 92-5</b>	<b>\$91,000.00</b>
	92-6	Soffit repair and replacement	1460 15,000.00
		<b>Total 92-6</b>	<b>\$15,000.00</b>
	92-8	Fence installation (wrought iron)	1450 40,000.00
	92-8	Vacancy Reduction - long term vacant units	1460 65,000.00
	92-8	Plumbing clean out/ repair/ upgrades	1450 10,000.00
		<b>Total 92-8</b>	<b>\$115,000.00</b>
		<b>TOTAL CAPITAL FUNDS - 2010</b>	<b>\$522,792.00</b>

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

Activities for Year 1	Activities for Year: 4 FFY Grant: 2011 PHA FY: 2011			
2008	Development Name/Number	Major Work Categories	Account No.	Estimated Cost
	HA-Wide	Operations	1406	36,600.00
		Staff training & development	1408	7,000.00
		Administration	1410	52,279.00
Annual		Electrical wiring upgrade	1460	20,000.00
		Appliances	1465.1	24,000.00
		<b>Total HA-Wide</b>		<b>\$139,879.00</b>
	92-3	Kitchen upgrades, floor tiles, new exterior doors,	1460	28,000.00
Statement	92-3	Vacancy reduction	1460	55,000.00
	92-3	Upgrade of wall heaters and furnaces	1460	22,000.00
		<b>Total 92-3</b>		<b>\$105,000.00</b>
	92-5	Drainage upgrades/improvements	1450	15,000.00
	92-5	Replace roofs (44,461 sq)	1460	78,000.00
	92-5	Replace bathroom sinks (36)	1460	23,400.00
	92-5	Replace interior doors, frames & hardware (60)	1460	38,273.00
		<b>Total 92-5</b>		<b>\$154,673.00</b>
	92-6	Development signage/Landscaping/shrubbery	1450	6,000.00
	92-6	Upgrade of wall heaters/furnaces	1460	15,000.00
	92-6	Gutters	1460	40,000.00
		<b>Total 92-6</b>		<b>\$61,000.00</b>
	92-8	Development signage/Landscaping/shrubbery	1450	6,000.00
	92-8	Exterior Door replacements	1460	20,000.00
	92-8	Bathroom tub/replacement	1460	15,000.00
		<b>Total 92-8</b>		<b>\$41,000.00</b>
		<b>TOTAL CAPITAL FUNDS - 2011</b>		<b>\$501,552.00</b>

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

Activities for Year 1	Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012			
2008	Development Name/Number	Major Work Categories	Account No.	Estimated Cost
	HA-Wide	Operations	1406	60,000.00
		Administration	1410	52,279.00
		Software/Hardware upgrade (main office)	1408	20,000.00
Annual		Staff Training & development	1408	6,000.00
		Appliances	1465.1	25,000.00
		<b>Total HA-Wide</b>		<b>\$163,279.00</b>
	92-1	Energy efficient windows/upgrades	1460	32,500.00
Statement		<b>Total 92-1</b>		<b>\$32,500.00</b>
	92-3	Fence repairs/upgrade	1450	25,000.00
	92-3	Development Signage/shrubbery	1450	8,000.00
		<b>Total 92-3</b>		<b>\$33,000.00</b>
	92-5	Replace ceramic tile surrounds (680 SF)	1460	4,998.00
	92-5	Replace light fixtures	1460	34,300.00
	92-5	Replace toilets	1460	12,715.00
	92-5	Gutter installation	1460	20,000.00
	92-5	Energy efficient windows/upgrades	1460	32,500.00
	92-5	Community Center upgrade (garage conversion to office space/roof re	1470	40,000.00
		<b>Total 92-5</b>		<b>\$144,513.00</b>
	92-8	Replace exterior doors and frames	1460	11,000.00
	92-8	Replace light fixtures	1460	3,500.00
	92-8	Replace range hoods	1460	7,500.00
	92-8	Replace bathroom sinks & fixtures (30)	1460	19,500.00
	92-8	Upgrade/replace kitchen cabinets and countertops (340 LF)	1460	90,000.00
	92-8	Installation of wall heaters and furnaces	1460	18,000.00
		<b>Total 92-8</b>		<b>\$149,500.00</b>
		<b>TOTAL CAPITAL FUNDS - 2012</b>		<b>\$522,792.00</b>

## CAPITAL FUND PROGRAM TABLES START HERE

**Attachment: Ia092m02**

**Annual Statement /Performance and Evaluation Report** 10/29/2008  
**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of St. James Parish	<b>Grant Type and Number:</b> Capital Fund Program No: LA48PO92501-07 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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- Original Annual Statement    
  Reserved for Disasters/Emergencies    
  Revised Annual Statement/Revision Number \_\_\_\_\_  
 Performance and Evaluation Report for Program Year Ending **3/31/08**    
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated *	Expended *
1	Total Non-Capital Funds				
2	1406 Operating Expenses	60,000.00		0.00	0.00
3	1408 Management Improvements	17,000.00		6,921.61	6,921.61
4	1410 Administration	43,139.00		43,139.00	43,139.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	0.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	10,500.00		10,500.00	7,776.00
10	1460 Dwelling Structures	360,808.00		360,808.00	798.90
11	1465.1 Dwelling Equipment-Nonexpendable	26,414.00		26,414.00	26,414.00
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$517,861.00</b>		<b>\$447,782.61</b>	<b>\$85,049.51</b>
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00		0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00		0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	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 II: Supporting Pages**

10/29/2008

PHA Name: <b>Housing Authority of St. James Parish</b>		Grant Type and Number: Capital Fund Program No: <b>LA48PO92501-07</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2007</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 <i>* eLOCCS to be corrected to reflect actual this statement</i>
				Original	Revised	Funds Obligated	Funds Expended	
HA - Wide	<b>Operations</b>	1406		60,000.00		0.00	0.00	
HA - Wide	<b>Management Improvements</b>	1408		17,000.00		6,921.61	6,921.61	Ongoing
	Resident stipend program, training, staff development							
HA - Wide	<b>Administration</b>	1410		43,139.00		43,139.00	43,139.00	Complete
	Salaries and benefits, Director, Asst Director							
	Accounting, Executive Secretary							
92-1, 92-6, 92-5	<b>Site Improvements</b>							
	Landscaping, tree removal, pruning	1450		10,500.00		10,500.00	7,776.00	Ongoing
92-6, 92-5, 92-1 & 92-3	<b>Dwelling Structures:</b>							
	Modernization and vacancy reduction (force account)	1460		360,808.00		360,808.00	798.90	Ongoing
LA092 - All	<b>Dwelling Equipment</b>							
	Appliances	1465.1		26,414.00		26,414.00	26,414.00	Complete
<b>TOTAL CAPITAL FUNDS FOR 2007</b>				<b>\$517,861.00</b>		<b>\$447,782.61</b>	<b>\$85,049.51</b>	<b>16% Complete</b>



## CAPITAL FUND PROGRAM TABLES START HERE

**Attachment: la092n02**

<b>Annual Statement /Performance and Evaluation Report</b>	10/29/2008
<b>Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>	

<b>PHA Name:</b> Housing Authority of St. James Parish	<b>Grant Type and Number:</b> Capital Fund Program No: LA48PO92501-06 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2006
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- Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number   1     
  Performance and Evaluation Report for Program Year Ending **3/31/08**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds			*	*
2	1406 Operating Expenses	60,000.00	0.00	0.00	0.00
3	1408 Management Improvements	17,000.00	17,000.00	17,000.00	17,000.00
4	1410 Administration	48,139.00	48,139.00	48,139.00	48,139.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	7,500.00	7,500.00	7,500.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	5,500.00	24,606.45	24,606.45	24,606.45
10	1460 Dwelling Structures	362,675.00	384,293.78	384,293.78	362,675.00
11	1465.1 Dwelling Equipment-Nonexpendable	18,914.00	38,188.77	38,188.77	38,188.77
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$519,728.00</b>	<b>\$519,728.00</b>	<b>\$519,728.00</b>	<b>\$490,609.22</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	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)**

10/29/2008

**Part II: Supporting Pages**

PHA Name: <b>Housing Authority of St. James Parish</b>		Grant Type and Number: Capital Fund Program No: <b>LA48PO92501-06</b> Replacement Housing Factor Grant No:						Federal FY of Grant: <b>2006</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  * eLOCCS to be corrected to reflect actual per this report	
				Original	Revised	Funds Obligated *	Funds Expended *		
HA - Wide	<b>Operations</b>	1406		60,000.00	0.00	0.00	0.00		
HA - Wide	<b>Management Improvements</b>	1408		17,000.00	17,000.00	17,000.00	17,000.00	Complete	
HA - Wide	<b>Administration</b>	1410		48,139.00	48,139.00	48,139.00	48,139.00	Complete	
HA - Wide	<b>Fees and Costs</b>								
	Architectural Fees	1430		7,500.00	7,500.00	7,500.00	0.00		
92-6, 92-1, 92-8	<b>Site Improvements</b>								
	Tree removal and landscaping	1450		5,500.00	24,606.45	24,606.45	24,606.45	Complete	
92-8, 92-6, 92-5	<b>Dwelling Structures:</b>								
	Vacancy Reduction (force account)	1460		362,675.00	384,293.78	384,293.78	362,675.00	Ongoing	
	Kitchen upgrades, exterior painting, siding repairs, replacement of floor tiles, HVAC repairs, light fixtures, plumbing upgrades								
LA092 - All	<b>Dwelling Equipment</b>								
	Appliances	1465.1		18,914.00	38,188.77	38,188.77	38,188.77	Complete	
<b>TOTAL CAPITAL FUNDS FOR 2006</b>				<b>\$519,728.00</b>	<b>\$519,728.00</b>	<b>\$519,728.00</b>	<b>\$490,609.22</b>	<b>94% Complete</b>	



**CAPITAL FUND PROGRAM TABLES START HERE**

**Attachment: la092o02**

**Annual Statement /Performance and Evaluation Report** 10/29/2008  
**Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> <p align="center"><b>Housing Authority of St. James Parish</b></p>	<b>Grant Type and Number:</b> Capital Fund Program No: <p align="center"><b>LA48PO92501-05</b></p> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <p align="center"><b>2005</b></p>
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Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement/Revision Number   1    
 Performance and Evaluation Report for Program Year Ending **3/31/08**   
  Final Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses	57,800.00	57,800.00	57,800.00	57,800.00
3	1408 Management Improvements	20,000.00	20,000.00	20,000.00	20,000.00
4	1410 Administration	52,000.00	52,000.00	52,000.00	52,000.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	19,500.00	19,099.92	19,099.92	19,099.92
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	7,000.00	7,000.00	7,000.00	7,000.00
10	1460 Dwelling Structures	350,896.00	345,106.16	345,106.16	345,106.16
11	1465.1 Dwelling Equipment-Nonexpendable	15,000.00	21,189.92	21,189.92	21,189.92
12	1470 Nondwelling Structures	5,200.00	5,200.00	5,200.00	5,200.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	<b>Amount of Annual Grant (sums of lines 2-20)</b>	<b>\$527,396.00</b>	<b>\$527,396.00</b>	<b>\$527,396.00</b>	<b>\$527,396.00</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of Line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of Line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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**Annual Statement/Performance and Evaluation Report**

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

10/29/2008

**Part II: Supporting Pages**

PHA Name: <b>Housing Authority of St. James Parish</b>		Grant Type and Number: Capital Fund Program No: <b>LA48PO92501-05</b> Replacement Housing Factor Grant No:						Federal FY of Grant: <b>2005</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	<b>Operations</b>	1406		57,800.00	57,800.00	57,800.00	57,800.00	Complete
HA - Wide	<b>Management Improvements</b>	1408		20,000.00	20,000.00	20,000.00	20,000.00	Complete
HA - Wide	<b>Administration</b>	1410		52,000.00	52,000.00	52,000.00	52,000.00	Complete
92-1, 92-8	<b>Fees and Costs</b>							
	Architectural Fees	1430		19,500.00	19,099.92	19,099.92	19,099.92	Complete
92-5, 92-8	<b>Site Improvements</b>							
	Tree removal and landscaping	1450		7,000.00	7,000.00	7,000.00	7,000.00	Complete
92-8, 92-6, 92-5	<b>Dwelling Structures:</b>							
	Vacancy Reduction (force account)	1460		350,896.00	345,106.16	345,106.16	345,106.16	Complete
LA092 - All	<b>Dwelling Equipment</b>							
	Appliances	1465.1	40	15,000.00	21,189.92	21,189.92	21,189.92	Complete
LA 92-1	<b>Non-Dwelling Structures</b>							
Central Office	Security improvements, kitchen repairs, file room addition to main office	1470		5,200.00	5,200.00	5,200.00	5,200.00	Complete
<b>TOTAL CAPITAL FUNDS FOR 2005</b>				<b>\$527,396.00</b>	<b>\$527,396.00</b>	<b>\$527,396.00</b>	<b>\$527,396.00</b>	<b>100% Complete</b>

