



5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**GOAL: RESTORE SJBPH TO FUNCTIONALITY**

**OBJECTIVES:**

**FINANCE:**

Monitor SJBPHA 's operations to effectively maintain an overall budget process.

**HUMAN RESOURCES:**

Develop and implement a comprehensive organizational and staffing plan;  
Develop and implement a performance management system; and  
Develop and institute a training program for all staff.

**ASSET MANAGEMENT:**

Provide better quality of services and quality of life for SJBPHA's residents through the delivery of maintenance and management services;  
Strengthen utilization of project-based budgeting protocols and manage each development's expenses within established operation budgets; and  
Develop and implement internal controls to ensure fair and transparent management of the waiting list and full compliance with applicant selection policies as outlined in SJBPHA's ACOP.

**HOUSING CHOICE VOUCHER:**

Ensure affordable housing opportunities throughout St. John Parish by maximizing available resources;  
Ensure that all leased units meet HQS standards;  
Ensure that HCV rents are reasonable in comparison to rents for other assisted units;  
Make timely and accurate payments to owners and participants;  
Complete all recertification's in accordance with SEMAP requirements;  
Submit accurate and timely reports to HUD's Public and Indian Housing Information Center (PIC) and Voucher Management System (VMS).

**SECURITY/SAFETY:**

Develop and implement a security plan to include staffing needs and strategies for deployment of security personnel, equipment and physical changes to properties utilizing Crime Prevention through Environmental Design (CPTED) concepts; and  
Engage public housing residents and community stakeholders in a community stakeholders in a community-based approach to providing security services.

**CLIENT SERVICES:**

Undertake a comprehensive needs assessment of public housing and housing choice voucher programs participants;  
Identify key service providers to establish leveraging partnerships and collaboration to benefit SJBPHA residents; and  
Enhance Section 3 resident employment opportunities and contracting opportunities of disadvantaged business enterprises (DBEs), women business enterprises (WBEs) and Section 3 businesses.

**INFORMATION TECHNOLOGY:**

Maximize use of technology to increase productivity and efficiencies; and  
Ensure SJBPHA software users are sufficiently trained to support Agency business systems;

**CONTRACTS:**

Foster accountability by creating a transparent and compliant procurement process internally and externally;  
Enhance Section 3 resident employment opportunities and contracting opportunities of disadvantaged business enterprises (DBEs), women business enterprises (WBEs) and Section 3 businesses; and  
Enhance quality of goods and services procured by maximizing competition among vendors.

## **PHA Plan Update**

**THE PUBLIC MAY OBTAIN A COPY OF THE PHA PLAN AT THE ADMINISTRATION OFFICE LOCATED AT:  
152 JOE PARQUET CIRCLE, LAPLACE, LA 70068**

### **Public Housing**

SJBPHA's policies governing tenant eligibility, selection and admission for the public housing program are included in the Admissions and Continued Occupancy Policy (ACOP) for Low Rent Housing. Ensure Utility allowances, flat rents, and the dwelling lease are revised/updated as needed during the current fiscal year. Revisions have been made during the current fiscal year and since the last PHA Plan annual update.

### **Section 8**

SJBPHA's policies governing tenant eligibility, selection, admission and continued participation for the housing choice voucher program are included in the Administrative Plan. The purpose of the Administrative Plan is to establish policies for carrying out the local Rental Assistance Programs and Voucher Programs in a manner consistent with HUD requirements but not a mere restatement of HUD-mandated policies and procedures. Revisions have been made during the current fiscal year and since the last PHA Plan annual update.

## **WAITING LISTS**

### **Public Housing**

The St. John the Baptist Parish Housing Authority administers its waiting list as required by Federal Regulations. Applicants are selected by date and time of application. All applicants must meet applicable income eligibility requirements as established by HUD. The SJBPHA Public Housing Waiting list is closed. The waiting list was closed February 2012 for all four developments.

6.0 The PHA manages (site-based) waiting list(s) for its 4 public housing developments. There are currently 300 applications on file. Applicants are made two unit offers before they fall to the bottom of, or are removed from list. Complete admissions procedures are identified in the PHA Admission and Continued Occupancy Policy. Waiting lists are opened and applications taken at the Administrative Office located at 152 Joe Parquet Circle, LaPlace, LA 70068.

The PHA did not perform an analysis of its family developments to determine concentrations of poverty and the need to promote deconcentration of poverty. The PHA plans to employ its Deconcentration policy to address the finding.

### **Housing Choice Voucher**

The SJBPHA HCV waiting list is presently closed. Applicants are selected by date and time of application. All applicants must meet applicable income eligibility requirements as established by HUD. The PHA plans to open its waiting list prior to the end of the 2012 FYE.

## **FAIR HOUSING**

It is the policy of the St. John the Baptist Parish Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The St. John the Baptist Parish Housing Authority complies with all laws relating to Civil Rights, including: Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988); Executive Order 11063; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern) and any applicable State laws or local ordinances and any legislation protecting individual rights of residents, applicants or staff that may subsequently be enacted.

## **SERVICE AND ACCOMMODATIONS POLICY**

The St. John the Baptist Parish Housing Authority's policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific accommodations are made known by including notices on St. John the Baptist Parish Housing Authority forms and letters to all families, and all requests will be verified so that the St. John the Baptist Parish Housing Authority can properly accommodate the need presented by the disability.

6.3

**RENT DETERMINATION**

**Public Housing**

Families residing in Public Housing have a choice of paying income-based or flat rents. The Housing Authority's public housing rent determination is at 30% of AMI as stated in the Admissions and Continued Occupancy Policy. There is no minimum income requirement. The accurate calculation of Annual Income and Adjusted Income ensures that families are not paying more or less money for rent than their obligation under the regulations. The SJBPHA follows HUD's regulation and guidance on the verification of income, assets, and deductions from income. Flat rents for Public Housing are reviewed and updated annually. Flat rents are established using local rent comparables and review of established Fair Market Rents. The Public Housing Flat Rent Structure will be updated during the current fiscal year and since the last Annual Plan update. Utility allowances have been reviewed and updated. Implementation of new utility allowances made effective July 1, 2012.

Implementation of new flat rents will be implemented prior to 2012 FYE.

**Section 8 HCV**

Housing Choice Voucher payment standards were last revised in March 2010. The SJBPHA payment standards are at 100% of the FMR as per allowed in Federal Register FR-5018-N-02. The Section 8 utility allowance has been reviewed and updated in the current fiscal year. Implementation of new utility allowances made effective July 1, 2012.

The SJBPHA follows HUD's regulation and guidance on the verification of income, assets, and deductions from income.

The minimum rent for Public Housing and Section 8 \$50.00.

6.4

**OPERATION AND MANAGEMENT**

The St. John the Baptist Parish Housing Authority is governed by a five member board appointed by the Parish-President. The attached organizational chart shows SJBPHA's management structure and organization. The SJBPHA operates 296 public housing units and administers 376 Section 8 Housing Choice Vouchers. The SJBPHA has policies in place that govern agency operations. Policies include:

- The Public Housing Admissions and Occupancy Policy (ACOP) including a pet policy, community service policy, banning policy, fraud policy and VAWA policy.
- Dwelling Lease Agreement
- Maintenance Plan
- UIV Policy
- Section 8 Administrative Plan

SEE ATTACHMENT "A" ORGANIZATIONAL STRUCTURE

6.5

**GRIEVANCE PROCEDURES**

The St. John the Baptist Parish Housing Authority provides a grievance and information hearing and review process for program applicants and participants who wish to appeal an action or failure to act by SJBPHA in accordance with SJBPHA policies and procedures or the individual tenant's lease that adversely affects the individual applicant's or tenant's rights, duties, welfare and status.

**Public Housing**

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966 Sub-part B for residents/applicants of public housing.

**Section 8**

The PHA has not established any other informal review procedures in addition to federal requirements found at 24 CFR Part 982 for residents/applicants in the Section 8 tenant-based assistance program. Procedures are outlined in the Administrative Plan.

6.6

**DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES**

The PHA has not designated or applied for designated housing for elderly and disabled families. The PHA does not plan to apply or designate housing for elderly and disabled families as provided by Section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

6.7

**COMMUNITY SERVICE AND SELF-SUFFICIENCY**

The St. John the Baptist Parish Housing Authority is committed to assisting its families to become economically and socially self-sufficient and offers a variety of programs to its public housing residents. The PHA will comply with HUD’s 8-hour Community Service Requirement for designated residents by referring them community (public and private sector training programs, supportive services, and employment.

SJBPHA’s community service policy is included in its Admission and Continued Occupancy Policy (ACOP). SEE ATTACHMENT “B”.

6.8

**SAFETY AND CRIME PREVENTION**

The SJBPHA has several safety and crime prevention measures in place. These measures include physical improvements such as additional security lighting, fenced properties, maintained landscaping, and additional police presence. The SJBPHA has an excellent relationship with the local police department.

- Community Policing Program, Off-Duty officers assigned to the PHA.
- Police provide crime data to housing authority staff for analysis and action.
- Police will testify in and otherwise support eviction cases.
- Police regularly meet with PHA management and residents.
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

6.9

**PETS**

The PHA complies with the Quality and Work Responsibility Act of 1998 which provides for the ownership of pets in federally assisted rental housing for assistance animals only. A Pet Policy is incorporated into the agency ACOP and sets forth the procedures and rules on pets in public housing. SEE ATTACHMENT "C" PET POLICY

6.10

**CIVIL RIGHTS CERTIFICATION**

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

The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.

6.11

**FISCAL YEAR AUDIT**

The PHA is 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)). The most recent fiscal audit for fiscal year ending September 30, 2010 has been completed. There were significant deficiencies considered to be material weaknesses identified in the report. There were fifteen program findings as a result of that audit. The SJBPHA is taking significant measures to address overall PHA management and operations to address current audit findings and to reduce future findings.

6.12

**ASSET MANAGEMENT**

The PHA is currently engaging in activities that will contribute to the long-term asset management of its public housing stock, including how the PHA will plan for long-term operating, capital investment, rehabilitation, modernization, disposition and other needs that have not been addressed elsewhere in this PHA plan. Currently in place:

Plans for demolition of 96 units

102/104 Historic East Street, Garyville, LA and 92 unit –Reserve Development.

147/147 Joe Parquet Circle, LaPlace

6.13

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

The SJBPHA has incorporated a VAWA policy into the Public Housing ACOP. In compliance with the VAWA, SJBPHA will not terminate the lease or evict victims of criminal activity related to their victimization. Victims have 14 days to certify or provide other documentation of their status.

<p>7.0</p> <p>7.0a</p> <p>7.0b</p> <p>7.0c</p> <p>7.0d</p> <p>7.0e</p>	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>HOPE VI or MIXED FINANCE MODERNIZATION OR DEVELOPMENT</b> The PHA does not plan to apply for a HOPE VI nor Mixed Finance Modernization or Development funding in the Plan year.</p> <p><b>DEMOLITION AND/OR DISPOSITION</b> The SJBPHA anticipates submitting applications for demolition of the following units: 102/104 Historic East St., Garyville, LA 70051, 147/149 Joe Parquet, LaPlace and the Reserve Development 92 units.</p> <p><b>CONVERSION OF PUBLIC HOUSING</b> The SJBPHA is not required to convert any of its buildings to tenant-based assistance nor does SJBPHA anticipate voluntarily converting any buildings.</p> <p><b>HOMEOWNERSHIP</b></p> <p>Public Housing The PHA does not administer any homeownership programs for public housing.</p> <p>Section 8 The PHA does not administer any homeownership programs for public housing.</p> <p>Project Based Vouchers</p>
<p>8.0</p>	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
<p>8.1</p>	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>SEE ATTACHMENT "D"</p>
<p>8.2</p>	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>SEE ATTACHMENT "E"</p>
<p>8.3</p>	<p><b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

HOUSING NEEDS OF FAMILIES IN THE JURISDICTION BY FAMILY TYPE	
Family Type	Overall
Extremely low income <=30% AMI	
Very low income (>30% but <=50% AMI)	
Low income (>50% but <80% AMI)	
Elderly	536 (Data - LA FY 2012 Consolidated Plan)
Families with Disabilities	2347(Data - LA FY 2012 Consolidated Plan)
White	
Black/African American	

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>Strategy 1. Maximize the number of affordable units available to the PHA within its current resources:</b>  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  Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction</p> <p><b>Strategy 2: Increase the number of affordable housing units:</b>  Apply for additional section 8 vouchers should they become available</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.  PHA has conducted a physical assessment of its properties. Six obsolete units have been demolished. As a result of the physical assessment the Agency plans to demolish one its developments.  The Agency has updated many of its policies and documents:  Procurement Policy has been updated and implemented  Housing Choice Voucher Section 8 Administrative Plan  Rent Reasonableness  Utility allowances for both Public Housing and Section 8 programs.  Public Housing Admissions and Continued Occupancy Policy  Lease  Rent Collection Policy.  Standardize Maintenance Charge List  The Agency has hired a qualified person to oversee Capital Fund projects.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)  (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)  (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)  (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)  (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)  (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.  (g) Challenged Elements  (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)  (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

## HOUSING NEEDS OF FAMILIES ON THE WAITING LISTS

Waiting list type: (select one)

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

If used, identify which developmen/jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting List Total	307		25%
Extremely low income <=30% AMI	306	97%	
Very low income (>30% but <=50% AMI)	1	3%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	149	46%	
Elderly families	24	8%	
Families with Disabilities	1	3%	
White	4	9%	
Black/African America	303	91%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiiin/Other Pacific Islander	0	0%	
Hispanic	0	0%	

Charateristics by Bedroom Size  
(Public Housing Only)

1 BR	105	34%	
2 BR	158	51%	
3 BR	31	11%	
4 Br	13	4%	
5+ BR	N/A	N/A	

Is the wating list closed (select one)?  NO  Yes

If yes:

How longe has it been closed (# of months) 4 months

Does the PHA expect to reopen the list in the PHA plan year?  NO  YES

Does the PHA permit specific catergories of families onto the waiting list, even if generally closed:

- NO  YES

### HOUSING NEEDS OF FAMILIES ON THE WAITING LISTS

Waiting list type: (select one)

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

If used, identify which developmen/jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting List Total	33		
Extermely low income <=30% AMI	33	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	26	77%	
Elderly families	1	3%	
Families with Disabilities	0	0%	
White	0	0%	
Black/African America	33	100%	
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiin/Other Pacific Islander	0	0%	
Hispanic	0	0%	

Charateristics by Bedroom Size  
(Public Housing Only)

1 BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 Br	N/A	N/A	
5+ BR	N/A	N/A	

Is the wating list closed (select one)?  NO  Yes

If yes:

How longe has it been closed (# of months) 5/8/09

Does the PHA expect to reopen the list in the PHA plan year?  NO  YES

Does the PHA permit specific catergories of families onto the waiting list, even if generally closed:

- NO  YES

Housing Authority

Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2012 grants)</b>		
a) Public Housing Operating Fund (based on most recent operating subsidy)	1,252,720.00	
b) Public Housing Capital Fund (based on most recent HUD app'd formula)	403,746.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,363,242.00	
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>2012 RHF</b>	13,584.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b> <small>(show unobligated CFP amounts as of 3/31/12)</small>		
<b>2011 CFP</b>	450,805.00	Public Housing Capital Improvements
<b>2011 RHF</b>	15,168.00	Replacement Housing
<b>2010 CFP</b>	527,849.00	Public Housing Capital Improvements
<b>2010 RHF</b>	17,726.00	Replacement Housing
<b>Sub-total</b>	<b>5,044,840.00</b>	
Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental</b>		
<b>Income</b> (from most recent estimate or public housing operating budget) <small>showing a 12 month period</small>	395,000.00	Public housing operations
<b>4. Other income (list below)</b> (from most recent approved low rent budget)		
Interest on Investments: <b>PH Interest</b>	465.00	Public housing operations
Other income: Legal fees, maintenance charges to tenants, late fees, NSF check charges, etc.	8,390.00	
Non-dwelling rent		
Excess utilities		
Laundry commissions, vending machines, etc.		
Portability Fees	45,000.00	
<b>5. Non-federal sources (list below)</b> (list any other sources)		
<b>Sub-total</b>		
<b>Total resources</b>	<b>5,493,695.00</b>	

# Item No. 1

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Certification by State or Local Official of PHA Plans  
Consistency with the Consolidate Plan

Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Carol M. Newton, the Louisiana Community Development Block Grant Program Director certify that the Five Year and Annual PHA Plan of the St. John the Baptist Parish Housing Authority is consistent with the Consolidated Plan of the State of Louisiana prepared pursuant to 24 CFR Part 91.

Carol M. Newton 6-28-12  
Signed / Dated by Appropriate State or Local Official

## Item No. 2

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Form HUD 50077, PHA Certifications of Compliance  
with the PHA Plans and Related Regulations

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning, 2012-2013 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

St. John the Baptist Parish Housing Authority  
PHA Name

LA095/181  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2012- 2016

Annual PHA Plan for Fiscal Years 2012- 2013

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official_ Iona A. Holloway	Title Board of Commissioners Chairperson
Signature <i>Iona A. Holloway</i>	Date: July 9, 2012

## ITEM NO. 3

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Form HUD 50070, Certification for a Drug-Free  
Workplace

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

St. John the Baptist Parish Housing Authority

Program/Activity Receiving Federal Grant Funding

LA095/LA181

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

N/A

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

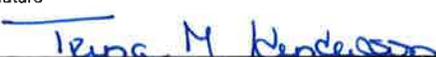
Name of Authorized Official

Trina M. Henderson

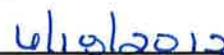
Title

Executive Director

Signature

X 

Date



# ITEM NO. 4

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Form HUD 50071, Certification of Payments to Influence  
Federal Transactions

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

St. John the baptist parish Housing Authority

Program/Activity Receiving Federal Grant Funding

LA095/LA181

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L.L, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Trina M. Henderson

Title

Executive Director

Signature

*Trina M. Henderson*

Date (mm/dd/yyyy)

*6/19/2012*

# ITEM NO. 5

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Form SF-LLA, Disclosure of Lobbying Activities

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> A a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> C a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> A a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> N/A	
<b>6. Federal Department/Agency:</b> DEPARTMENT OF HOUSING AND URBAN DEV.	<b>7. Federal Program Name/Description:</b> Low-Rent Public Housing CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> N/A	<b>9. Award Amount, if known:</b> \$ N/A	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Trina M. Henderson</u> Print Name: <u>Trina M. Henderson</u> Title: <u>Executive Director</u> Telephone No.: <u>985-652-9036</u> Date: <u>4/13/12</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## Item No. 6

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RAB Comments

None Received

# Item No. 7

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## Board Resolution

# St. John the Baptist Housing Authority

## Board Resolution

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### RESOLUTION #2012-22

#### **Approval of the PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual Public Housing Agency (PHA) Plan for Federal Fiscal Year 2012**

**BE IT KNOWN:** That on the 9th day of July, 2012, the Board of Commissioners of the St. John the Baptist Parish Housing Authority met in Regular Session at 5:00 p. m. at St. John the Baptist Parish Housing Authority, located at 152 Joe Parquet Circle, LaPlace, Parish of St. John the Baptist, Louisiana. At said meeting, the following Resolution was adopted by Vote of the Board of Commissioners as follows.

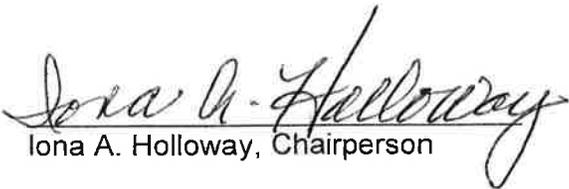
**WHEREAS:** The St. John the Baptist Parish Housing Authority is responsible for the proper operation of its Public Housing Program and Section 8 Programs; and

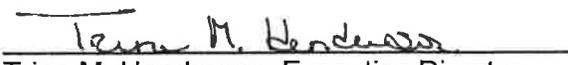
**WHEREAS:** The U.S. Department of Housing and Urban Development (HUD) requires the Housing Authority of St. John the Baptist Parish to submit a Standard Annual Public Housing Agency (PHA) Plan to the Department for Federal Fiscal Year 2012.

**WHEREAS:** The Housing Authority of St. John the Baptist Parish has developed the Standard Annual Plan in accordance with the rules and regulations of the U.S. Department of Housing and Urban Development, including the required public hearing.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the St. John the Baptist Parish Housing Authority that the Authority's Public Housing Agency Plan, as prepared by staff, is hereby approved, and the Executive Director is authorized to execute required certification and related documents and submit the "Plan" to the U.S. Department of Housing and Urban Development for Federal Fiscal Year 2012.

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners of the Housing Authority of St. John the Baptist at the Regular Meeting held on the 9th day of July, 2012. I further certify that a Quorum of the members of the Board of Commissioners was present at this meeting and that this Resolution was adopted by Vote of 4 to 0 .

  
Iona A. Holloway, Chairperson

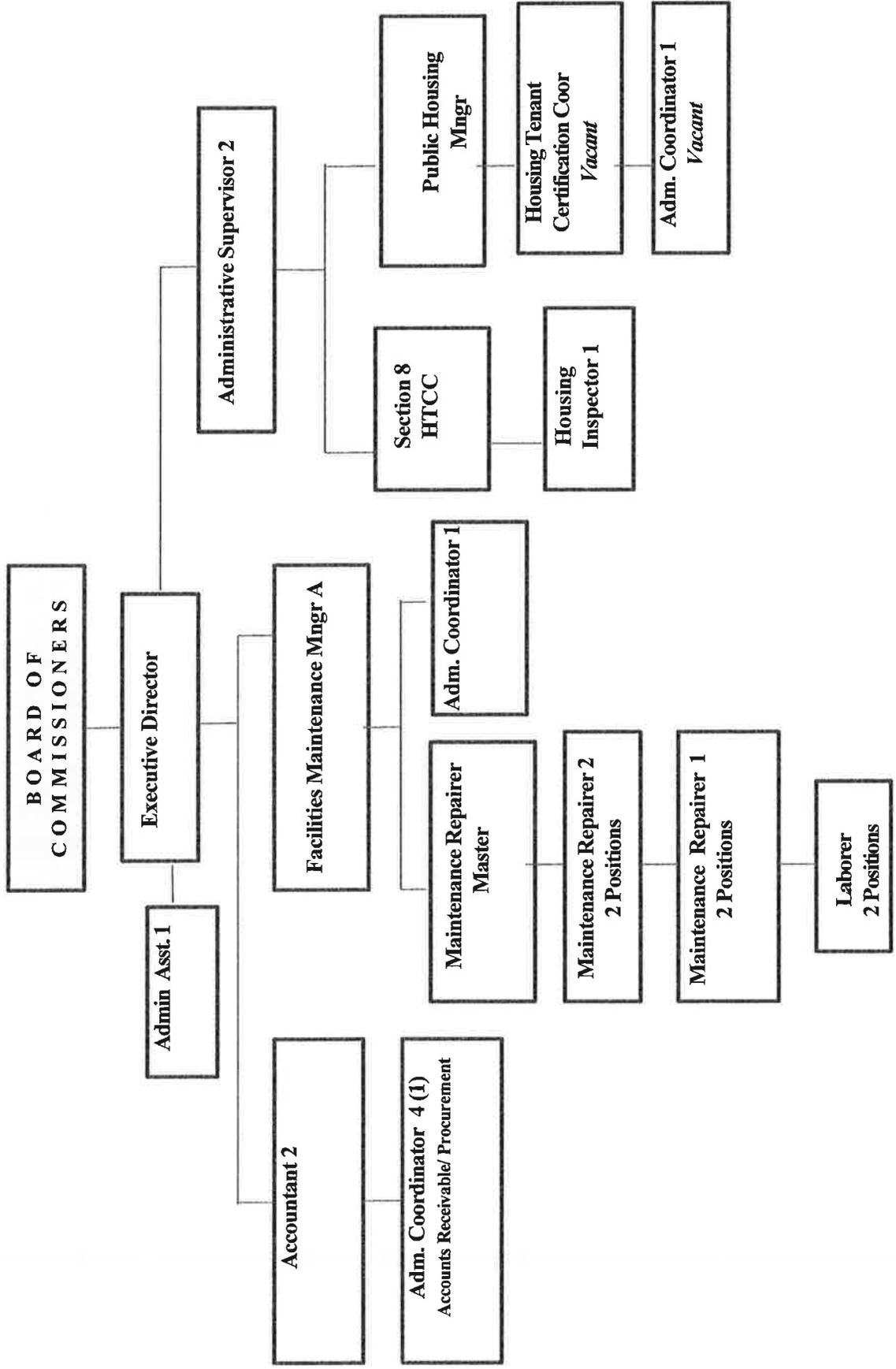
  
Trina M. Henderson, Executive Director

# ATTACHMENT A

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## Organizational Structure

**St. John the Baptist Parish Housing  
 Authority  
 Organization Chart  
 Attachment: la095j01**



# ATTACHMENT B

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## Community Service Policy

## Chapter 11

### COMMUNITY SERVICE

#### INTRODUCTION

This chapter explains HUD regulations requiring PHAs to implement a community service program for all nonexempt adults living in public housing.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.

Part II: PHA Implementation of Community Service. This part provides PHA policy regarding PHA implementation and program design.

#### PART I: COMMUNITY SERVICE REQUIREMENT

##### 11-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHAs and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the PHA Plan must contain a statement of how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

## 11-I.B. REQUIREMENTS

Each adult resident of the PHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

### PHA Policy

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The PHA will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the PHA in writing within 5 business days of the circumstances becoming known. The PHA will review the request and notify the individual, in writing, of its determination within 10 business days. The PHA may require those individuals to provide documentation to support their claim.

## Definitions

### ***Exempt Individual [24 CFR 960.601(b), Notice PIH 2009-48]***

An *exempt individual* is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216[i][I] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
- Is a primary caretaker of such an individual
- Is engaged in work activities

### PHA Policy

Any work activity verified by the PHA will qualify for as a work activity exemption

- Is able to meet requirements under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program; or
- Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

### ***Community Service [24 CFR 960.601(b), Notice PIH 2009-48]***

*Community service* is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self responsibility in the community. Community service is not employment and may not include political activities.

Eligible community service activities include, but are not limited to, work at:

- Local public or nonprofit institutions such as schools, head start programs, before or after school programs, child care centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult day care programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing)
- Nonprofit organizations serving PHA residents or their children such as: Boy or Girl Scouts, Boys or Girls Club, 4-H clubs, Police Assistance League (PAL), organized children's recreation, mentoring or education programs, Big Brothers or Big Sisters, garden centers, community clean-up programs, beautification programs
- Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels
- Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods, or performing arts
- PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board
- Care for the children of other residents so parent may volunteer

PHAs may form their own policy in regards to accepting community services at profit-motivated entities, acceptance of volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based work.

#### PHA Policy

The PHA will accept community services at profit-motivated entities, volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based work as eligible community service activities.

***Economic Self-Sufficiency Program [24 CFR 5.603(b), Notice PIH 2009-48]***

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

Eligible self-sufficiency activities include, but are not limited to:

- Job readiness or job training
- Training programs through local one-stop career centers, workforce investment boards (local entities administered through the U.S. Department of Labor), or other training providers
- Employment counseling, work placement, or basic skills training
- Education, including higher education (junior college or college), GED classes, or reading, financial, or computer literacy classes
- Apprenticeships (formal or informal)
- English proficiency or English as a second language classes
- Budgeting and credit counseling
- Any activity required by the Department of Public Assistance under Temporary Assistance for Needy Families (TANF)
- Any other program necessary to ready a participant to work (such as substance abuse or mental health counseling)

***Work Activities [42 U.S.C. 607(d)]***

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

### **Notification Requirements [24 CFR 960.605(c)(2), Notice PIH 2009-48]**

The PHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for PHA verification of exempt status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt. In addition, the family must sign a certification, Attachment A of Notice PIH 2009-48, that they have received and read the policy and understand that if they are not exempt, failure to comply with the requirement will result in nonrenewal of their lease.

#### PHA Policy

The PHA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, the PHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes nonexempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

### **11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]**

The PHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

#### PHA Policy

Where the lease term does not coincide with the effective date of the annual reexamination, the PHA will change the effective date of the annual reexamination to coincide with the lease term. In making this change, the PHA will ensure that the annual reexamination is conducted within 12 months of the last annual reexamination.

### **Annual Determination**

#### ***Determination of Exemption Status***

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

#### PHA Policy

At least 60 days prior to lease renewal, the PHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the PHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the PHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

### ***Determination of Compliance***

The PHA must review resident family compliance with service requirements annually at least 30 days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, the PHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

#### PHA Policy

Approximately 60 days prior to the end of the lease term, the PHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit the PHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or PHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

### **Change in Status between Annual Determinations**

#### PHA Policy

##### Exempt to Nonexempt Status

If an exempt individual becomes nonexempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30 day notice.

##### Nonexempt to Exempt Status

If a nonexempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days. Any claim of exemption will be verified by the PHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide the family written notice that the family member is no longer subject to the community service requirement, if the PHA is able to verify the exemption.

The exemption will be effective immediately.

## **11-ID. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]**

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

### **Documentation and Verification of Exemption Status**

#### PHA Policy

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. The PHA will provide a completed copy to the family and will keep a copy in the tenant file.

The PHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

The PHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, s/he can dispute the decision through the PHA's grievance procedures (see Chapter 14).

### **Documentation and Verification of Compliance**

At each regularly scheduled reexamination, each nonexempt family member presents a signed standardized certification form developed by the PHA of community service and self-sufficiency activities performed over the last 12 months [Notice PIH 2009-48].

If qualifying community service activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide certification to the PHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

#### PHA Policy

If anyone in the family is subject to the community service requirement, the PHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the PHA, upon request by the PHA.

If the PHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, the PHA has the right to require third-party verification.

## **11-I.E. NONCOMPLIANCE**

### **Initial Noncompliance**

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c), Notice PIH 2009-48].

### ***Notice of Initial Noncompliance [24 CFR 960.607(b)]***

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

### PHA Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, the PHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

### **Continued Noncompliance [24 CFR 960.607(b)]**

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

#### PHA Policy

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

### **Enforcement Documentation [Notice PIH 2009-48]**

PHAs are required to initiate due process (see 24 CFR 966.53(c)) against households failing to comply with lease requirements including the community service and self-sufficiency requirement.

When initiating due process, the PHA must take the following procedural safeguards:

- Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
- Right of the tenant to be represented by counsel
- Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have
- A decision on merits

## **PART II: IMPLEMENTATION OF COMMUNITY SERVICE**

### **11-II.A. OVERVIEW**

Each PHA must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in the PHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

#### **PHA Implementation of Community Service**

The PHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

##### PHA Policy

The PHA will notify its insurance company if residents will be performing community service at the PHA. In addition, the PHA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, the PHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

## **PHA Program Design**

The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

### PHA Policy

The PHA will attempt to provide the broadest choice possible to residents as they choose community service activities.

The PHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The PHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

The PHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, the PHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in the PHA Plan.

The PHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

When the PHA has a ROSS program, a ROSS Service Coordinator, or an FSS program, the PHA will coordinate individual training and service plans (ITSPs) with the community service requirement. Regular meetings with PHA coordinators will satisfy community service activities and PHA coordinators will verify community service hours within individual monthly logs.

## EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

### A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all nonexempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the public housing lease.

### B. Definitions

**Community Service** – community service activities include, but are not limited to, work at:

- Local public or nonprofit institutions such as schools, head start programs, before or after school programs, child care centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult day care programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing)
- Nonprofit organizations serving PHA residents or their children such as: Boy or Girl Scouts, Boys or Girls Club, 4-H clubs, Police Assistance League (PAL), organized children's recreation, mentoring or education programs, Big Brothers or Big Sisters, garden centers, community clean-up programs, beautification programs
- Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels
- Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods, or performing arts
- PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board
- Care for the children of other residents so parent may volunteer

**Note:** Political activity is excluded.

**Self-Sufficiency Activities** – self-sufficiency activities include, but are not limited to:

- Job readiness or job training
- Training programs through local one-stop career centers, workforce investment boards (local entities administered through the U.S. Department of Labor), or other training providers
- Employment counseling, work placement, or basic skills training
- Education, including higher education (junior college or college), GED classes, or reading, financial, or computer literacy classes
- Apprenticeships (formal or informal)
- English proficiency or English as a second language classes
- Budgeting and credit counseling
- Any activity required by the Department of Public Assistance under Temporary Assistance for Needy Families (TANF)
- Any other program necessary to ready a participant to work (such as substance abuse or mental health counseling)

**Exempt Adult** – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the service provisions, or is the primary caretaker of such an individual
- Is engaged in *work activities*
- Is able to meet requirements under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program; or
- Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

**Work Activities** – as it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

### **C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The housing authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.
3. Family obligation:
  - At lease execution, all adult members (18 or older) of a public housing resident family must:
    - Sign a certification (Attachment A) that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and
    - Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.
  - Upon written notice from the PHA, nonexempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.
  - If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, or the lease will be terminated.
4. Change in exempt status:
  - If, during the twelve (12) month lease period, a nonexempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation of exempt status.
  - If, during the twelve (12) month lease period, an exempt person becomes nonexempt, it is his or her responsibility to report this to the PHA. Upon receipt of this information the PHA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

#### **D. Authority Obligation**

1. To the greatest extent possible and practicable, the PHA will:
  - Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.
  - Provide in-house opportunities for volunteer work or self-sufficiency activities.
2. The PHA will provide the family with a copy of this policy, and all applicable exemption verification forms and community service documentation forms, at lease-up, lease renewal, when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
3. Although exempt family members will be required to submit documentation to support their exemption, the PHA will verify the exemption status in accordance with its verification policies. The PHA will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use the PHA's grievance procedure if they disagree with the PHA's determination.
4. Noncompliance of family member:
  - At least thirty (30) days prior to the end of the 12-month lease term, the PHA will begin reviewing the exempt or nonexempt status and compliance of family members;
    - The PHA will secure a certification of compliance from nonexempt family members (Attachment B).
  - If, at the end of the initial 12-month lease term under which a family member is subject to the community service requirement, the PHA finds the family member to be noncompliant, the PHA will not renew the lease unless:
    - The head of household and any other noncompliant resident enter into a written agreement with the PHA, to make up the deficient hours over the next twelve (12) month period; or
    - The family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit.
  - If, at the end of the next 12-month lease term, the family member is still not compliant, a 30-day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit;
  - The family may use the PHA's grievance procedure to dispute the lease termination.

All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

**EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(1) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE**

**Social Security Act:**

**216(i)(1):** Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

**Section 1416 (excerpt):**

SEC. 1614. [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.



**EXHIBIT 11-3: PHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE**

Family: \_\_\_\_\_

Adult family member: \_\_\_\_\_

This adult family member meets the requirements for being exempted from the PHA's community service requirement for the following reason:

- 62 years of age or older (*Documentation of age in file*)
- Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement (*Documentation of HUD definition of disability in file*)

**Tenant certification:** I am a person with disabilities and am unable to comply with the community service requirement.

\_\_\_\_\_  
Signature of Family Member \_\_\_\_\_  
Date

- Is the primary caretaker of such an individual in the above category. (*Documentation in file*)
- Is engaged in work activities (*Verification in file*)
- Is able to meet requirements under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program (*Documentation in file*)
- Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program (*Documentation in file*)

\_\_\_\_\_  
Signature of Family Member \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PHA Official \_\_\_\_\_  
Date

# ATTACHMENT C

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## Pet Policy

## Chapter 10

### PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

#### INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

## **PART I: ASSISTANCE ANIMALS**

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303; 24 CFR 960.705]

### **10-I.A. OVERVIEW**

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that assist, support, or provide service to a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

## **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

### PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

## **10-I.C. CARE AND HANDLING**

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

### PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.



## **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

### **10-II.A. OVERVIEW**

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

### **10-II.B. MANAGEMENT APPROVAL OF PETS**

#### **Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

#### PHA Policy

Pets are not permitted for all PHA Developments

**Refusal to Register Pets**

PHA Policy

N/A.

**Pet Agreement**

PHA Policy

N/A

.

### **10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]**

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

#### **Definition of "Common Household Pet"**

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

N/A

**Pet Restrictions**

PHA Policy

All animals are not permitted with the exception of assistance animals.

**Number of Pets**

PHA Policy

N/A

**Other Requirements**

PHA Policy

N/A

## **10-II.D. PET RULES**

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

### **Pet Area Restrictions**

PHA Policy

N/A

### **Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]**

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

N/A.

**Cleanliness**

PHA Policy

N/A

**Alterations to Unit**

PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

**Noise**

PHA Policy

N/A.

**Pet Care**

PHA Policy

N/A.

**Responsible Parties**

PHA Policy

N/A

**Pets Temporarily on the Premises**

PHA Policy

N/A.

**Pet Rule Violations**

PHA Policy

N/A

**Notice for Pet Removal**

PHA Policy

N/A

**Pet Removal**

PHA Policy

N/A

**Termination of Tenancy**

PHA Policy

N/A

**Emergencies**

PHA Policy

N/A



## **PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS**

### **10-III.A. OVERVIEW**

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

### **10-III.B. PET DEPOSITS**

#### **Payment of Deposit**

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

PHA Policy

N/A

#### **Refund of Deposit [24 CFR 5.318(d)(1)]**

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

PHA Policy

N/A

### **10-III.C. OTHER CHARGES**

#### **Pet-Related Damages During Occupancy**

PHA Policy

N/A.

#### **Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

N/A.

## **PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

### **10-IV.A. OVERVIEW**

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

### **10-IV.B. PET DEPOSITS**

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

#### **Payment of Deposit**

PHA Policy

N/A

#### **Refund of Deposit**

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 30 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

## **10-IV.C. OTHER CHARGES**

### **Pet-Related Damages During Occupancy**

#### PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### **Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

#### PHA Policy

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.



# ATTACHMENT D

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## Capital Fund Annual Statement

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: LA48PO9550112 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: St. John the Baptist Parish Housing Authority					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		) )	
Line	Type of Grant	Summary by Development Account		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				0.00
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	60,000.00			0.00
3	1408 Management Improvements	55,000.00			0.00
4	1410 Administration (may not exceed 10% of line 21)	40,000.00			0.00
5	1411 Audit				0.00
6	1415 Liquidated Damages				0.00
7	1430 Fees and Costs	56,000.00			0.00
8	1440 Site Acquisition				0.00
9	1450 Site Improvement	35,000.00			0.00
10	1460 Dwelling Structures	107,746.00			0.00
11	1465.1 Dwelling Equipment—Nonexpendable				0.00
12	1470 Non-dwelling Structures				0.00
13	1475 Non-dwelling Equipment	25,000.00			0.00
14	1485 Demolition	25,000.00			0.00
15	1492 Moving to Work Demonstration				0.00
16	1495.1 Relocation Costs				0.00
17	1499 Development Activities <sup>4</sup>				0.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/31/2011

<b>Part I: Summary</b>		FFY of Grant: 2012	
<b>PHA Name:</b> St. John the Baptist Parish Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. LA48PO9550112 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval:</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b>
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)		
21	Amount of line 20 Related to LBP Activities	403,746.00	0.00
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b> <i>Barbara H. Hudson</i>		<b>Signature of Public Housing Director</b>	<b>Date</b> 7/9/12
			<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48PO9550112 CFPP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA WIDE	Computer Hardware Upgrades, Computer Software Upgrades, Agency Plan, Accounting Control System, Market Analysis, Utility Allowance Study, UPCS Inspection	1406		60,000.00		0.00	0.00	
PHA WIDE	Fee Accountant & Facilities Mngr., Legal Services, Seminars and Training for E.D., Commissioners and staff, Security (Crime Prevention)	1408		55,000.00		0.00	0.00	
PHA WIDE	Pro-rated Salaries/Benefits	1410		40,000.00		0.00	0.00	
PHA WIDE	A/E Services, Environmental Review, Cost Allocation Plan, Cost Allocation Study	1430		56,000.00		0.00	0.00	
PHA WIDE	Remove Clothesline Ts, Trim Hedges	1450		35,000.00		0.00	0.00	
Garyville & LaPlace	Replace Upstairs Plumbing	1460		107,746.00		0.00	0.00	
PHA WIDE	Purchase/Lease Maintenance Vehicle	1475		25,000.00		0.00	0.00	
Garyville	Demolition of Unit	1485		25,000.00		0.00	0.00	
		1492				0.00	0.00	
		1495.1				0.00	0.00	
		1499				0.00	0.00	
						0.00	0.00	
						0.00	0.00	
						0.00	0.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.







Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010 FFY of Grant Approval:	
PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA4P095501-10	
Replacement Housing Factor Grant No: LA48R09550110		Date of CFFP: 09/30/2010	
Type of Grant		Total Estimated Cost	
<input checked="" type="checkbox"/> Original Annual Statement		Total Estimated Cost	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Revised <sup>2</sup>	
<input type="checkbox"/> Reserve for Disasters/Emergencies		Obligated	
<input type="checkbox"/> Revised Annual Statement (revision no: )		Total Actual Cost <sup>1</sup>	
<input type="checkbox"/> Final Performance and Evaluation Report		Expended	
Line	Summary by Development Account	Original	Total Actual Cost <sup>1</sup>
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	109,000.00	
3	1408 Management Improvements	50,000.00	
4	1410 Administration (may not exceed 10% of line 21)	57,760.00	
5	1411 Audit	2,000.00	
6	1415 Liquidated Damages		
7	1430 Fees and Costs	22,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement	20,000.00	
10	1460 Dwelling Structures	245,839.00	
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00	
12	1470 Non-dwelling Structures	5,000.00	
13	1475 Non-dwelling Equipment	25,000.00	
14	1485 Demolition	21960.00	
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs	5,000.00	
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name:		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: LA48R095501-10 Replacement Housing Factor Grant No: LA48R09550110 Date of CFFP: 09/30/2010			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies			
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHIA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	568,559.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 6/14/12		Date	
		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: La48P095501-10 CFPP (Yes/No): YES Replacement Housing Factor Grant No: LA48R09550110						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		109,000.00				
PHA Wide	Seminars and Workshops for Staff, the Executive Director & Commissioners, Software, Security Cameras, Update office telephone equipment	1408		50,000.00				
PHA Wide	Advertising, Consultant CFP Reporting and Annual Plan, Salary	1410		57,760.00				
PHA Wide	Audit fees	1411		2,000.00				
PHA Wide	Architectural and Consulting Services	1430		22,000.00				
PHA Wide	Sidewalk repairs, Curb Appeal, tree cutting, (landscaping), pressure wash & paint exterior units, Fencing, and Culverts	1450		20,000.00				
PHA Wide	Rehab and update units to include, HVAC, windows, electric, plumbing, kitchen upgrades & cabinets, bath fixtures, replace bathtubs, replace bathtubs with walk in tubs for handicap units, wall tile, flooring, Vinyl Siding etc.	1460		245,839.00				
PHA Wide	10 ranges and 10 refrigerator//////////	1465.1	20	10,000.00				
PHA Wide	Non Dwelling Structures	1470						
PHA Wide	Maintenance Equipment	1475						
PHA Wide	Demolition	1485		21960.00				
PHA Wide	Relocations	1495	22	5,000.00				







Attachment: la095b01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: St. John the Baptist Parish Housing Authority			Grant Type and Number Capital Fund Program Grant No: LA48P095501-08 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-2009 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Original	Revised	Obligated	Total Actual Cost	Expended
1	Total non-CFP Funds					
2	1406 Operations	109,000.00	109,000.00	109,000.00	109,000.00	109,000.00
3	1408 Management Improvements	60,000.00	56,390.37	56,390.37	56,390.37	00.0
4	1410 Administration	40,000.00	40,000.00	40,000.00	40,000.00	00.0
5	1411 Audit	2,000.00	2,000.00	2,000.00	2,000.00	00.0
6	1415 Liquidated Damages					
7	1430 Fees and Costs	62,000.00	62,000.00	62,000.00	62,000.00	60,775.50
8	1440 Site Acquisition					
9	1450 Site Improvement	10,000.00	13,609.63	13,609.63	13,609.63	10,000.00
10	1460 Dwelling Structures	238,114.00	238,114.00	238,114.00	238,114.00	00.0
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.00	10,000.00	10,000.00	10,000.00	8,664.00
12	1470 Nondwelling Structures	10,000.00	10,000.00	10,000.00	10,000.00	00.0
13	1475 Nondwelling Equipment	5,000.00	5,000.00	5,000.00	5,000.00	00.0
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	5,000.00	5,000.00	5,000.00	5,000.00	00.0
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	551,114.00	551,114.00	551,114.00	551,114.00	188,439.50
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs	40,000.00	0.00	0.00	00.0	00.0
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00

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

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-08 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008				
Development Number/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		109,000.00	109,000.00	109,000.00	109,000.00	Completed
PHA Wide	Seminars and Workshops for Staff, the Executive Director & Commissioners, Security, Software	1408		60,000.00	56,390.37	56,390.37	0.00	In Process
PHA Wide	Advertising, Consultant for CFP Reporting and Annual Plan, Salary	1410		40,000.00	40,000.00	40,000.00	0.00	In Process
PHA Wide	Audit Fees	1411		2,000.00	2,000.00	2,000.00	0.00	In Process
PHA Wide	Architectural and consulting Services	1430		62,000.00	62,000.00	62,000.00	60,775.50	In Process
PHA Wide	Sidewalk Repairs, Fencing, and Culverts	1450		10,000.00	13,609.63	13,609.63	13,609.63	Completed
PHA Wide	Forced account labor. Repair of severely damaged units. 22 Units comprehensive mod. To include, HVAC, electric, plumbing, cabinets, bath fixtures, flooring, Vinyl Siding, etc.	1460	22	238,114.00	238,114.00	238,114.00	0.00	In Process
PHA Wide	12 Ranges & 12 Refrigerators	1465.1	24	10,000.00	10,000.00	10,000.00	8,664.00	In Process
PHA Wide	Non Dwelling Structures	1470		10,000.00	10,000.00	10,000.00	0.00	In Process
PHA Wide	Maintenance Equipment	1475		5,000.00	5,000.00	5,000.00	0.00	In Process
PHA Wide	Relocations	1495	22	5,000.00	5,000.00	5,000.00	0.00	In Process



**Attachment: 1a095c01**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: LA48S095-501-09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Housing Authority of St. John the Baptist Parish (LA095)		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09			
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )			
Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
Line		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	0			
3	1408 Management Improvements	27,000			
4	1410 Administration (may not exceed 10% of line 21)	69,760			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	24,050			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	200,000			
10	1460 Dwelling Structures	376,791			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	0			
14	1485 Demolition	0			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	0			
17	1499 Development Activities <sup>4</sup>	0			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Attachment: la095c01**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Housing Authority of St. John the Baptist Parish	Grant Type and Number Capital Fund Program Grant No: LA48S095-501-09 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09 <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$697,701	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	
		<b>Date 4/10/09</b>	<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.









Attachment: Ia095a01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		Grant Type and Number Capital Fund Program Grant No: LA48P095501-09 Replacement Housing Factor Grant No:		Federal FY of Grant: 2009	
PHA Name: St. John the Baptist Parish Housing Authority					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	109,000.00		00.0	00.0
3	1408 Management Improvements	50,000.00		00.0	00.0
4	1410 Administration	40,000.00		00.0	00.0
5	1411 Audit	2,000.00		00.0	00.0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	22,000.00		00.0	00.0
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000.00		00.0	00.0
10	1460 Dwelling Structures	278,114.00		00.0	00.0
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00		00.0	00.0
12	1470 Nondwelling Structures	5,000.00		00.0	00.0
13	1475 Nondwelling Equipment	25,000.00		00.0	00.0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000.00		00.0	00.0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	551,114.00		00.0	00.0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-09 Replacement Housing Factor Grant No:		Federal FY of Grant: 2009		
Development Number/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
				Funds Obligated	Funds Expended	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		109,000.00	00.0	00.0
PHA Wide	Seminars and Workshops for Staff, the Executive Director & Commissioners, Software, Security Cameras, Update office telephone equipment	1408		50,000.00	00.0	00.0
PHA Wide	Advertising, Consultant for CFP Reporting and Annual Plan, Salary	1410		40,000.00	00.0	00.0
PHA Wide	Audit Fees	1411		2,000.00	00.0	00.0
PHA Wide	Architectural and consulting Services	1430		22,000.00	00.0	00.0
PHA Wide	Sidewalk Repairs, Fencing, and Culverts	1450		20,000.00	00.0	00.0
PHA Wide	Forced account labor. Rehab and update units to include, HVAC, windows, electric, plumbing, cabinets, bath fixtures, tubs, flooring, Vinyl Siding, etc.	1460		278,114.00	00.0	00.0
PHA Wide	6 Ranges & 6 Refrigerators	1465.1	12	5,000.00	00.0	00.0
PHA Wide	Non Dwelling Structures	1470		5,000.00	00.0	00.0
PHA Wide	Maintenance Equipment	1475		25,000.00	00.0	00.0

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

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-09 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		Status of Work
Development Number/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		
				Original	Revised	Funds Obligated	Funds Expended
PHA Wide	Relocations	1495	22	5,000.00		00.0	00.0

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



Attachment: la095d01

Annual Statement/Performance and Evaluation Report		Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		Federal FY of Grant: 2005	
PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-05 Replacement Housing Factor Grant No:			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-2009 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost	Revised	Obligated	Total Actual Cost Expended
1	Total non-CFP Funds				
2	1406 Operations	114,290.00	114,290.00	114,290.00	114,290.00
3	1408 Management Improvements				
4	1410 Administration	56,776.00	56,776.00	56,776.00	56,776.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,717.27	11,717.27	11,717.27	11,717.27
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	338,723.39	338,723.39	338,723.39	338,723.39
11	1465.1 Dwelling Equipment—Nonexpendable	46,258.34	46,258.34	46,258.34	46,258.34
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	567,765.00	567,765.00	567,765.00	567,765.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-05 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		114,290.00	114,290.00	114,290.00	114,290.00	Completed
PHA Wide	Advertising, Consultant for CFP Reporting and Annual Plan, Salary	1410		56,776.00	56,776.00	56,776.00	56,776.00	Completed
PHA Wide	Architectural Services	1430		11,717.27	11,717.27	11,717.27	11,717.27	Completed
PHA Wide	Forced account labor. Repair of severely damaged units. 22 Units comprehensive mod. To include, electric, plumbing, cabinets, bath fixtures, flooring, Vinyl Siding, etc.	1460	22	338,723.39	338,723.39	338,723.39	338,723.39	Completed
PHA Wide	12 Ranges & 12 Refrigerators	1465.1	24	46,258.34	46,258.34	46,258.34	46,258.34	Completed



Annual Statement/Performance and Evaluation Report		Grant Type and Number		Federal FY	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		Capital Fund Program Grant No: LA48P095501-06		of Grant:	
PHA Name: St. John the Baptist Parish Housing Authority		Replacement Housing Factor Grant No:		2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-2009 <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost			
Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	114,290.00	114,290.00	114,290.00	114,290.00
3	1408 Management Improvements	41,398.00	41,398.00	41,398.00	41,398.00
4	1410 Administration	30,000.00	30,000.00	30,000.00	30,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000.00	10,000.00	10,000.00	10,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	55,000.00	55,000.00	55,000.00	55,000.00
10	1460 Dwelling Structures	226,861.00	216,816.73	216,816.73	60,880.00
11	1465.1 Dwelling Equipment—Nonexpendable	10,160.00	10,160.00	10,160.00	10,160.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	65,000.00	75,044.27	75,044.27	75,044.27
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	552,709.00	552,709.00	552,709.00	296,772.27
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	30,000.00	30,000.00	30,000.00	30,000.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-06 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
				Funds Obligated	Funds Expended	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		114,290.00	114,290.00	Completed
PHA Wide	Seminars and Workshops for Staff, the Executive Director & Commissioners, Software	1408		41,398.00	41,398.00	Completed
PHA Wide	Advertising, Consultant for CFP Reporting and Annual Plan, Salary	1410		30,000.00	30,000.00	Completed
PHA Wide	Architectural Services	1430		10,000.00	10,000.00	Completed
PHA Wide	Fencing	1450		55,000.00	55,000.00	Completed
PHA Wide	Forced account labor. Repair of severely damaged units. 22 Units comprehensive mod. To include, electric, plumbing, cabinets, bath fixtures, flooring, Vinyl Siding, etc.	1460	22	226,861.00	216,816.73	In Process
PHA Wide	12 Ranges & 12 Refrigerators	1465.1	24	10,160.00	10,160.00	Completed
PHA Wide	3 HVAC, Computers Office Equipment	1475	3	65,000.00	75,044.27	Completed



Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		Grant Type and Number Capital Fund Program Grant No: LA48P095501-07 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
PHA Name: St. John the Baptist Parish Housing Authority					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	108,000.00	108,000.00	108,000.00	108,000.00
3	1408 Management Improvements	40,000.00	40,000.00	40,000.00	40,000.00
4	1410 Administration	40,000.00	40,000.00	40,000.00	40,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	30,000.00	30,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	305,127.00	305,127.00	305,127.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.00	10,000.00	10,000.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000.00	10,000.00	10,000.00	0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	543,127.00	543,127.00	543,127.00	218,000.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

**Attachment: la095f01**

PHA Name: St. John the Baptist Parish Housing Authority		Grant Type and Number Capital Fund Program Grant No: LA48P095501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Administrative salary, office expense, travel, legal, sundry, maintenance salary, maintenance contracts, insurance	1406		108,000.00	108,000.00	108,000.00	108,000.00	Completed
PHA Wide	Seminars and Workshops for Staff, the Executive Director & Commissioners, Security	1408		40,000.00	40,000.00	40,000.00	40,000.00	Completed
PHA Wide	Advertising, Consultant for CFP Reporting and Annual Plan, Salary	1410		40,000.00	40,000.00	40,000.00	40,000.00	Completed
PHA Wide	Architectural Services	1430		30,000.00	30,000.00	30,000.00	30,000.00	Completed
PHA Wide	Forced account labor. Repair of severely damaged units .22 Units comprehensive mod. To include, HVAC, electric, plumbing, cabinets, bath fixtures, flooring, Vinyl Siding, etc.	1460	22	305,127.00	305,127.00	305,127.00	0.00	In Process
PHA Wide	20 Ranges & 20 Refrigerators	1465.1	20	10,000.00	10,000.00	10,000.00	0.00	In Process
PHA Wide	Relocations	1495	22	10,000.00	10,000.00	10,000.00	0.00	In Process



**Attachment: Ia095g01**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2008 FFY of Grant Approval: 2008	
PHA Name: St. John the Baptist Parish Housing Authority	Grant Type and Number Capital Fund Program Grant No: LA48D095-501-08 Replacement Housing Factor Grant No: Date of CFFP: N/A		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost Revised<sup>2</sup></b>	<b>Total Actual Cost<sup>1</sup> Expended</b>
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	1,000,000.00	348,348.00
11	1465.1 Dwelling Equipment—Nonexpendable	42,700.00	7,745.00
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Attachment: la095g01**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2008 FFY of Grant Approval: 2008	
<b>PHA Name:</b> St. John the Baptist Parish Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: LA48D095-501-08 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>		<b>Reserve for Disasters/Emergencies</b>	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09		<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/09	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b>
		<b>Revised<sup>2</sup></b>	<b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$1,042,700.00	\$356,133.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b>		<b>Date 9/24/08</b>	<b>Signature of Public Housing Director</b>
			<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Attachment: Ia095g01**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: St. John the Baptist Parish Housing Authority			Grant Type and Number Capital Fund Program Grant No: LA48D095-501-08 CFFP (Yes/No): No Replacement Housing Factor Grant No:				Federal FFY of Grant: 2008		
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
951-Garyville 952-LaPlace 953-Reserve 954-Edgard	Dwelling Structures: Major roof damage from fallen trees and limbs, missing shingles, busted ceiling from water and tree limbs, ceiling leaks, water spots and/or cracked broken window panes, mold/mildew on interior walls from water and dampness, damaged screen doors, loose or missing soffits, and electrical receptacles.	1460	37 42 62 28	1,000,000.00		348,348.00	0	In-Process	
	Dwelling Equipment: Refrigerators need to be replaced because of the power surge and from the long length of time residents were not allowed back into their homes to clean out spoiled contents. Mold damage and refrigerators failed to come on when power was restored.	1465.1	100	42,700.00		7,785.00	7,785.00	In-Process	



# ATTACHMENT E

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## Capital Fund Program Five-Year Action Plan

**Capital Fund Program Five-Year Action Plan**

U. S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires: 8/30/2011

Part I: Summary		Locality (City/County & State)					Original	Revision No. _____
PHA Name/Number		St. John Parish/LaPlace/Louisiana					Work Statement for Year 4	Work Statement for Year 5
Development Number and Name		Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5		
HA-Wide		FFY_2012	FFY_2013	FFY_2014	FFY_2015	FFY_2016		
A.	Physical Improvements	Annual Statement	-	-	-	-	-	
B.	Subtotal		107,746.00	107,746.00	107,746.00	107,746.00	107,746.00	
C.	Management Improvements		55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	
D.	PHA-Wide Non-dwelling Structures and Equipment		-	-	-	-	-	
E.	Administration		0.00	0.00	0.00	0.00	0.00	
F.	Other		40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	
G.	Operations		116,000.00	81,000.00	81,000.00	81,000.00	81,000.00	
H.	Demolition		60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	
I.	Development		25,000.00	60,000.00	60,000.00	60,000.00	60,000.00	
J.	Capital Fund Financing - Debt Service		0.00	0.00	0.00	0.00	0.00	
K.	Total CFP Funds		\$403,746.00	\$403,746.00	\$403,746.00	\$403,746.00	\$403,746.00	
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00	0.00	
M.	Grand Total		\$403,746.00	\$403,746.00	\$403,746.00	\$403,746.00	\$403,746.00	









**Capital Fund Program Five-Year Action Plan**

U. S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires: 4/30/2011

Part i: Summary		Locality (City/County & State)					Original <input checked="" type="checkbox"/> Revision No. _____	
PHA Name/Number		St. John Parish/LaPlace/Louisiana						
Development Number and Name		Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5		
HA-Wide		FFY 2011	FFY 2012	FFY 2013	FFY 2014	FFY 2015		
A.		Annual Statement	-	-	-	-	-	-
B.	Physical Improvements Subtotal		265,805.00	265,805.00	265,805.00	265,805.00	265,805.00	265,805.00
C.	Management Improvements		40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		0.00	0.00	0.00	0.00	0.00	0.00
E.	Administration		25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
F.	Other		35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
G.	Operations		85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
H.	Demolition		0.00	0.00	0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		0.00	0.00	0.00	0.00	0.00	0.00
K.	Total CFP Funds		\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00	0.00	0.00
M.	Grand Total		\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00	\$450,805.00



