

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

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# PHA Plans

5 Year Plan for Fiscal Years 2006-2011  
Annual Plan for Fiscal Year 2006

**St. John the Baptist Parish Housing Authority  
(SJBPHA)**

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

**PHA Plan  
Agency Identification**

**PHA Name: St. John the Baptist Parish Housing Authority**

**PHA Number: LA095/LA181**

**PHA Fiscal Year Beginning: (10/01/2006)**

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2006 - 2011**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To promote and provide adequate and affordable housing, in a suitable living environment free from discrimination: Make available economic opportunities through training and jobs leading to career development and homeownership; and multi-facet recreational and tutorial/educational programs for youth.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies: There are forty (40) vacant units of which are all boarded and many in need of extensive repairs. The Authority's goal is to repair and occupy every unit by July 30, 2007. There are approximately 450 applicants on combined waiting list. Leverage private or other public funds to create additional housing opportunities and or repairs:  
Using Capital Program funds, acquire or build units or developments unilaterally, or through partnerships, using available resources, i.e., Tax Credits:
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score)  
The current PHAS score is 44, the PHA's goal is to improve this score to 70 in 2007, 90 in 2008, and 95 in 2008. It should be noted that The PHA has been troubled more than 3 years. Many policies and Procedures have been developed and implemented to improve Management and Maintenance functions.
- X Improve voucher management: (SEMAP score)  
Improve SEMAP by at least 50% in 2006, 75% 2007, and 100% 2008.
- X Increase customer satisfaction: we will increase maintenance response time on routine work order within 15 days.
- X Concentrate on efforts to improve specific management functions:  
all management areas are increasing and improving.  
Policies/procedures have been developed and implemented to enhance management's efficiency and to ensure HUD regulations are followed to increase management scores.
- X Renovate or modernize public housing units: Each of the four (4) developments are in need of various levels of modernization. Physical analysis indicates that all sites are in need of cabinets, refrigerators, ranges, heaters, new flooring, etc. We have recently completed a Physical Needs and ADA 504 compliance Assessment authority-wide to validate modernization requirements.
- X Demolish or dispose of obsolete public housing:
- X Provide replacement public housing:
- X Provide replacement vouchers:
- X Other: (list below)
  1. Seek Tax Credit allocation in developing additional affordable Housing.
  2. Property Acquisition with Capital Fund Program
  
- X PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords  
Increase voucher payment standards
  - X Implement voucher homeownership program: HAP that is paid to the landlord will count towards a loan mortgage. The homeownership option will allow first-time homebuyers to use their Section 8 voucher subsidy meet monthly homeownership expenses.
  - X Implement public housing or other homeownership programs: Promote financial management education program for residents of public housing and participants of Housing Choice Voucher. This is geared to enhance their money management skills, create positive banking relationships, and achieve economic self-sufficiency.  
Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- X PHA Goal: Provide an improved living environment  
Objectives:
  - X Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments: 33% of SJTBHA's residents are extremely low income. The distribution of extremely low-income residents varies between the four developments from a low of 13% to a high of 45%. The Authority will make every effort to attract higher income applicants to the program. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements:  
Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - X Other: (list below)  
The Authority is currently taking steps to more effectively enforce the lease by taking appropriate eviction action when necessary to eliminate all types of lease violators including drug and criminal activity from the sites so that lease-abiding residents can enjoy a safe housing and living environment.

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households.  
Objectives:
  - X Increase the number and percentage of employed persons in assisted families: The rate of unemployment in the Authority is 45% women, and 38% men. The PHA is partnering with various local supportive service agencies to coordinate job training and educational programs in an effort to increase employment empowerment.
  - X Provide or attract supportive services to improve assistance recipients' employability: The PHA is seeking service agreements with agencies that offer GED and job training programs to enhance residents' ability to prepare themselves for employability.
  - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: St. John the Baptist Parish’s Admission and Continued Occupancy Policy contains an affirmative action policy. It should be noted that 98+% of the PHA’s residents are African Americans and so are 97% of the new applicants.
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: St. John the Baptist Parish’s Admission and Continued Occupancy Policy contains an affirmative action policy. It should be noted that 98+% of the PHA’s residents are African Americans and so are 97% of the new applicants.
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: There is one (1) disabled applicant on the waiting list. The PHA has four (4) accessible units; all are occupied.
  - Other: (list below)

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

**Annual PHA Plan  
PHA Fiscal Year 2006**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

X **Troubled Agency Plan**

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

[24 CFR Part 903.7 9 ®]

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

# HOUSING AUTHORITY OF ST. JOHN THE BAPTIST PARISH

Annual PHA Plan for Fiscal Year 2006

The Housing Authority of St. John has prepared this Annual PHA for FY 2006, which is consistent to the requirements of Quality Housing and Work Responsibility Act (QHWRA). The FY 2006 Annual Plan addresses St. John's policies, programs, services, and capital initiatives and builds on the Agency's progress since QHWRA. The goal of this agency is to provide well-managed, well-maintained, high-quality housing for low-income families. Equally important, are the Authority's efforts to build safe communities that promote economic opportunity and self-sufficiency.

## **Housing Needs**

The need for additional public and affordable housing in St. John the Baptist Parish community is at crisis proportions. The Housing Authority of St. John is in its birthing stage of developing and implementing a diverse self-sufficiency program. We realize that many of our public housing residents will not become self-sufficient in the foreseeable future due to obstacles of employment, education, training and transportation.

Since Katrina, St. John has a public housing waiting list of 450 families. We have approximately forty (40) vacant units in our Vacancy Reduction program. Additionally St. John faces a substantial demand for housing units to accommodate families eligible for Section 8 Housing Choice Vouchers. The waiting list was closed December 5, 2005. Currently, there are 264 families on the waiting list. We are fully leased and no one is seeking housing. Given the Parish's history of poverty, unemployment/underemployment, and the reliance and dependency on public and assisted housing, waiting lists of this magnitude may continue for many years to come. These factors create a sense of urgency for the Housing Authority and other providers of low-income housing in the Parish of St. John to confront the problem in a new innovative and aggressive way. Our PHA 5-year and Annual Plans represent an important framework for addressing this challenge.

## **Accelerating and Expanding Capital Programs**

Under the direction of the Executive Director, modernization work has been accelerated and ranked as a major objective. Continuing vacancy reduction efforts are authority-wide. St. John will evaluate alternatives and pursue avenues to increase low-income housing resources. We plan to progress in providing housing services for disabled residents through continued compliance with the provisions of voluntary compliance. It is the Authority's goal to expedite expenditure and obligation of capital fund allocations, accelerate implementation of all revitalization projects, and seek additional resources for replacement housing.

## **Building Public Housing Asset Management**

St. John is working to provide opportunities for resident self-sufficiency and upward mobility. The continuum of services includes employment initiatives, educational services, youth services, and resident business development.

### **Improving Public Housing Asset Management**

As a core objective, St. John is striving to increase the efficiency of its operations and programs. With respect to the public housing program this is a major thrust to improve the Authority's performance under PHAS. In addition to the vacancy reduction and modernization program several initiatives have been undertaken to address agency-wide deficiencies identified through UPCS inspections. These include the need to repair sidewalks, parking areas and streets. Diligent management of the budget to actual financial reports continues and efforts are ongoing to more efficiently address work orders, reduce the percentage of uncollected rents, improve unit turnaround, and implement energy conservation measures.

### **Promoting a Safe and Crime Free Environment in Public Housing**

As a core objective, St. John in the absence PHDEP funds still strives to increase the effectiveness of this operation. The authority is deeply concerned of criminal activity and resident security. The Executive Director is working closely with St. John Parish Sheriff's Department. We are in need of assistance through Operation Safe Home, the ATF, and the FBI to expand the coverage of police services on all public housing sites. The Authority's staff is vigorously enforcing the "One Strike" policy. The agency has adopted a "zero tolerance" position toward all illegal and criminal activity.

### **Improving Utilization and Performance of the Section 8 Program**

The Section 8 Housing Choice Voucher Program lease up rate has improved. The Administrative Plan is consistent with QHWRA and St. John is working to improve all aspects of performance under the Section 8 Management Assessment Program (SEMAP)– HUD's assessment tool for measuring program compliance. We will be instituting a marketing program to recruit more landlords into the program. Education of landlords, elected officials, and community leaders are an important component of the marketing program. Of equal importance is the education of program participants. A more aggressive approach to issuing vouchers from the waiting list resulted in 100% lease-up.

### **Collaborating with St. John Housing Authority Residents**

We have benefited from a very positive and productive working relationship with our Resident Advisory Board, comprised of public housing resident representatives. Staff is working to include Section 8 residents in the process. RAB meetings are held once a month at each of the various sites during the course of the year under the new administration. The members discuss ongoing policies and planning items; examples: ACOP and Residential Lease revisions. The RAB played an active role in formulating this FY 2006 PHA Plan engaging in policy discussions and articulating the housing needs and supportive needs of residents. The Executive Director will continue to draw upon their collaboration in addressing the issues ahead.

## **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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



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### Attachments

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

#### Required Attachments:

- Admissions Policy for De-concentration
- FY 2006 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Resident Comments:**

- 1) Concerns over lack of playground areas were expressed. This concern was discussed and the lack of parental supervision and propensity to file “claims” when accidents/injuries occur create a deterrent to provide such an amenity, due to the high cost of insurance.
- 2) A related issue is basketball courts onsite. I explained that there are public parks. There is an inordinate number of teenage youth, in addition to young and older adults, “hanging” on each site. To establish a playground in this environment, where guns are fired frequently, vandalism occurs and residents are terrified, would only exasperate the problem.
- 3) Unit transfer- Some residents are over/under housed. Due to the large number of vacant units, coupled with the perpetual increase in family size, transfers are addressed in a low ratio of move-in to transfer, 4 to 1 with medical or other needs also being addressed.
- 4) There were discussions and some opposition to the Resident Community Service requirement. Options on community service were given, which does not limit the services to the Housing Authority. Community organizations may also provide opportunities for resident participation.
- 5) There was opposition from residents over having to remove debris from the front, side and rear area of their units, along with the removal of aluminum foil from windows. These actions are promoted by the Housing Authority to provide a clean, safe and sanitary housing.
- 6) Questions were raised regarding the Housing Authority providing new bathtubs. On March 10, 2006, a Physical Needs Assessment was completed. This assessment addressed all buildings, including interiors. Bathrooms were identified as an area in need of renovation and will be addressed in an upcoming Capital Fund Bond Program.

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Applying 2006	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	<b>67</b>	<b>03</b>	<b>05</b>	<b>02</b>	<b>02</b>	<b>03</b>	<b>04</b>
Income >30% but <=50% of AMI	<b>13</b>	<b>03</b>	<b>05</b>	<b>03</b>	<b>02</b>	<b>03</b>	<b>04</b>
Income >50% but <80% of AMI	<b>02</b>	<b>03</b>	<b>05</b>	<b>03</b>	<b>03</b>	<b>03</b>	<b>03</b>
Elderly	<b>03</b>	<b>03</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Families with Disabilities	<b>09</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2006**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
X Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction: PHA Wide			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>248</b> * <b>202</b>		
Extremely low income <=30% AMI	<b>244</b> * <b>202</b>	<b>100%</b>	
Very low income (>30% but <=50% AMI)	4 0		
Low income (>50% but <80% AMI)	0 0		
Families with children	<b>240</b>	<b>96%</b>	
Elderly families	8	4%	
Families with Disabilities	<b>1 (B)</b>	<b>0%</b>	
Race/ethnicity	<b>1(W)</b>	<b>0%</b>	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)		<b>100%</b>	
1BR	<b>53</b> * <b>54</b>	21%	
2 BR	<b>105</b> * <b>86</b>	42%	
3 BR	<b>72</b> * <b>55</b>	30%	
4 BR	<b>18</b> * <b>7</b>	7%	
5 BR			
*Katrina Applicants			

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? 8	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No <input type="checkbox"/> <input checked="" type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction: PHA Wide			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>598</b>		
Extremely low income <=30% AMI	<b>598</b>	<b>100%</b>	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	<b>574</b>	<b>96%</b>	
Elderly families	24	4%	
Families with Disabilities	<b>1 (B)</b>	<b>0%</b>	
Race/ethnicity	<b>1(W)</b>	<b>0%</b>	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? 8

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No   Yes

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) Establish a non-profit entity and develop a Community Development Corporation.



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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

(24 CFR Part 903.7 9 (b))List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	<b>\$1,172,656.00</b>	
b) Public Housing Capital Fund	<b>488,342.00</b>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>450,278.00</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	288,096.00	
<b>4. Other income (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)  
Any prior evictions and reason.

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

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

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

NOTE: Local law enforcement assist with information from d. & e.

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 4

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Elderly Age 62+ disabled
  - Near-Elderly (50-61)

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

1      Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Other preference(s) (list below)
- 7 Disabled Persons and Elderly Age 62+
- 6 Near-Elderly (ages 50-61).
- 12 Program eligible & suitable Persons displaced by action/s of St. John the Baptist PHA, due to Capital Fund Program unit replacement activity.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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



- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

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

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

Rental History

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
  - Criminal or drug-related activity
  - Other (describe below)
  - Rental History

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below: **When units are difficult to locate, documentation is required. Also, hard to house five BR's. Vouchers are extended for not more than two (2) 30 day periods.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- X Other preference(s) (list below)
  - Disable and Elderly
  - Families displaced by PHA action
  - Near Elderly (ages 50-61)
  - Program eligible and suitable persons displaced by St. John the Baptist PHA's Capital Fund Program unit replacement activity.

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

Date and Time ( Use as tie breaker only.)

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families
- 1 Veterans and veterans' families
- 3 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- 7 Disabled Persons and Elderly age 62+ Family
- 5 Near Elderly (ages 50-61)
- 12 Program eligible & suitable Persons displaced by action/s of St. John the Baptist PHA, due to Capital Fund Program unit replacement activity.

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

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

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

Notification through local community service and outreach centers.

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR- With the option of 100% based on Rent Reasonableness
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)



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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	245	50
Section 8 Vouchers	92	5
Special Purpose Section 8 Vouchers (list individually)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- Work Order System
- Admission and continued Occupancy Policy (ACOP)

Maintenance Plan  
Personnel Policy  
Preventative Maintenance Plan  
Pet Policy  
Procurement Policy

(2) Section 8 Management: (list below)  
Administrative Plan  
SEMAP Procedures

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

Note: A) Informal with Deputy Director or Executive Director  
B) LA is a due process state.

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 PHA development management offices  
 Other (list below)  
A) Informal with Deputy or Executive Director  
B) Formal Hearing with the Court system (LA is a due process state)

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

Reduce population density

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
	Occupancy by only the elderly <input type="checkbox"/>
	Occupancy by families with disabilities <input type="checkbox"/>
	Occupancy by only elderly families and families with disabilities <b>X</b>
3. Application status (select one)	
	Approved; included in the PHA’s Designation Plan <input type="checkbox"/>
	Submitted, pending approval <input type="checkbox"/>
	Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(30/11/2003)</u>	
5. If approved, will this designation constitute a (select one)	
	New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	Part of the development
	<input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

**Attachment: La 095 03**

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



submitted or approved:

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

### **Implementation of Public Housing Resident community service Requirement**

The Housing Authority of St. John the Baptist Parish has taken the following steps:

1. HASJBP has already incorporated the Community Service requirements into our Board approved Admissions and Continued Occupancy Policy.
2. Utilizing a review of all residents files and obtaining any necessary assistance from TANF Agencies, the authority shall verify requirements or exempt status of each adult family member.
3. HASJBP shall provide written notification to each adult family member as to status: Community Service/Self-Sufficiency exempt. Notification shall describe the service requirement obligation.
4. HASJBP shall identify program administrator; third party duly elected Resident Council or the authority itself. Adult family members required to perform Community Service shall obtain from the Program Administrator signed certification of compliance to be verified by the Authority at least 30 days before the renewal of the lease agreement.
5. Specific activities available to fulfill the Community Service Requirement and such corresponding third party entities (school, churches, hospital, etc.) providing these activities shall be identified and made available to those adult family members who must fulfill the requirements of the Community Service/Self-Sufficiency Program.
6. Community Service activities identified by the HASJBP include, but are not limited to:

Neighborhood Watch  
In-School Teachers Aid  
Community Volunteer (homeless shelter, blood bank, hospital)

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

---

**C. Welfare Benefit Reductions**

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

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

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

**Attachment: La095 03**

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)  
Program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, as well as members of victims’ immediate families; will be referred for counseling, encouraged to contact Battered Women, secure a restraining order and other means to protect their physical and mental welfare from the perpetrator. Termination of the victim will be a last resort and initiated only after victim refuses to cooperate in addressing the problem.

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

**Reserve and Garyville Oaks**

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

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

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

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

**Reserve Oaks and Garyville Oaks**

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

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

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

**ALL**

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

PHAs eligible for FY 2006 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2006 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?



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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:  
**Residents are concerned about their children not having ample recreation areas in which to play safely. They are seeking better living environments:**

**floors, heating systems, appliances, etc. Transportation is an issue in successful employment**

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)  
The PHA's plan addresses all of the resident's concerns and needs. We exceed their concerns to include: Updating electrical wiring, plumbing, new windows, exterior doors and screen doors, kitchens cabinets, providing additional units for the disabled at each development etc.

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
  - Candidates could be nominated by any adult recipient of PHA assistance
  - Self-nomination: Candidates registered with the PHA and requested a place on ballot
  - Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
  - Any head of household receiving PHA assistance
  - Any adult recipient of PHA assistance
  - Any adult member of a resident or assisted family organization
  - Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
  - Representatives of all PHA resident and assisted family organizations

Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) **State of Louisiana**
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
**See attachment La095a 03**
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

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

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

#### **Repeated Exigent Health and Safety Violations noted in REAC Inspection Report**

Response to Ms. Williams letter dated June 21 2006

Analysis of issue:

Lack of concern and understanding of the importance of maintaining the property, from an administrative, and lack of motivation, skills and ability from a technical perspective, are primary causes.

I have researched files and discovered that very few, if any HQS Annual Inspections were completed. Likewise, no move-in or move-out inspections are in the files. In November 2004, when I assumed the administrative and management responsibilities for this agency, I requested monthly reports on issues to be reported to the Board of Commissioners and later reported to the New Orleans HUD office.

The reports were promising. I later received complaints from residents related to poor maintenance and approximately a month ago, discovered that the Housing Manager was providing false statistical information.

The maintenance staff consists primarily of unskilled (labor) employees. The quality of work was atrocious and concern for workmanship was zilch. There were 12 positions and we are now down to six. The quality of work has increased, motivation is up, but neither is where it should be.  
actions:

Termination of excess unskilled employees with attitudes, and cross train motivated individuals, and hire skilled employees through attrition. One maintenance employee has recently completed a Carpentry course at a local Technical College. That effort is appreciated.

Terminate the Housing Manager – This action is in progress. Staff serves as State Civil Service Classified Employees and is protected under Civil Service Rules. Her Performance Evaluations were better than average. The last evaluation has a Score of 3.50 out of a possible 4.0.

One employee has recently completed HQS Training and is Certified. She will train an Low-Rent Program employee to do inspections and will assist with same.

At weekly meetings I receive reports on units scheduled for the current week, tenant names and inspection reports from the prior week with tenant signatures and follow up on work orders related to the inspection.

Issue work orders and follow-up on those related to the REAC Inspection.

Include identified as eligible items under the Capital Fund Program, and include those items in that programs budget.  
Contract the UPCS Inspection for this Fiscal Year to ensure accuracy and a realistic “view” of improvements.

To date, in excess of 100 work orders related to the REAC Inspection have been completed  
Implementation:

Plan stated above has been implemented. The key to the success is to hire and train committed administrative and skilled maintenance employees who are committed and productive.

Comment:

It is my opinion that this agency is improving and will continue to do so.

## **Attachments**

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

**La095a03 De-concentration and Income Mixing**

**La095b03 FFY 2006 Capital Fund Program Annual Statement**

**La095c03 Board-Approved Operating Budget**

**La095d03 Organizational Chart**

**La095f03 Certificate of Consistency State of Louisiana**

## ATTACHMENT A

### **DECONCENTRATION AND INCOME TARGETING POLICY FOR THE HOUSING AUTHORITY OF ST. JOHN THE BAPTISTT PARISH LA PLACE, LA**

*(of the Public Housing Admissions and Occupancy Policy)*

The **PHA'** s admission policy is designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. The projects to be affected are those occupied predominately by families with children.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specially to reach another family with a lower or higher income is not considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA' s de-concentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing development\$ to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its de-concentration.

It the PHA' s annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of particular project, the PHA will evaluate the changes to determine whether, based on the PHA' s methodology of choice, the project needs to be redesigned as a higher or lower project or whether the PHA has met the de-concentration goals and the project needs no particular designation.

#### **Deconcentration and Income-Mixing Goals.**

Admission policies elated to the de-concentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve de-concentration and income-mixing in its development.

The **PHA'** s income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The **PHA** will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA. (Skipping must be adopted by the **PHA** to the extent necessary to implement Statute 903. 7.

## ATTACHMENT B

# PHA Plan Table Library

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

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number LA48P095 501-06      FFY of Grant Approval:

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	114,290.00
3	1408 Management Improvements Soft Costs	41,398.00
4	1410 Administration	30,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,000.00
8	1440 Site Acquisition	.0
9	1450 Site Improvement	15,000.00
10	1460 Dwelling Structures	115,504.00
11	1465.1 Dwelling Equipment-Nonexpendable	10,160.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	20,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1499 Mod Used for Development	
19	1501 Collaterization or Debt Service	180,496.00
20	1502 Contingency	
	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>536,848.00</b>
	Amount of line 20 Related to LBP Activities	
	Amount of line 20 Related to Section 504 Compliance	
	Amount of line 20 Related to Security	

Amount of line 20 Related to Energy Conservation Measures	
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**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	Status Work
HA-Wide Operations	Operations	1406	114,290.00	
HA-Wide	Management Improvement-Ten-mast Software & Training etc., Security Contract Administration	1408	41,398.00	
HA-Wide		1410	30,000.00	
HA-Wide	Fees and Costs -/AE, Advertising	1430	10,000.00	
HA-Wide fencing	Site Improvements	1450	15,000.00	
HA-Wide	Dwelling Structures Vacancy Reduction Units (21+ Contract) (10+ Force Account)	1465	115,504.00	
HA-Wide	Dwelling Equipment-Non Expendable Stoves and Refrigerator	1465.1	10,160.00	
HA-Wide	HVAC	1475	20,000.00	
HA-Wide	Debt Service	1501	180,496.00	100,000.00



**Annual Statement**

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

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



## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name					<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
<i>HA-Wide Operations</i>	Annual Statement	114,290.00	114,290.00	114,290.00	114,290.00
Mgt. Imp.		41,398.00	41,398.00	41,398.00	41,398.00
Admin.		30,000.00	30,000.00	30,000.00	30,000.00
<i>Fee &amp; Cost</i>		10,000.00	10,000.00	10,000.00	40,000.00
Dwelling Structure		115,504.00	115,504.00	115,504.00	330,950.00
Dwelling Equip.		10,160.00	10,160.00	10,160.00	6,210.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

### Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:	Activities for Year: ____ FFY Grant: PHA FY:
-----------------------	---	--

	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	<i>HA-Wide</i>	<i>Roof Replacemens</i>	115,504.00	<i>HA-Wide</i>	<b>Electrical</b>	115,504.00
<b>Annua</b>						
<b>I</b>						
Statement						
<b>Total CFP Estimated Cost</b>			\$115,504.00			\$

**ATTACHMENT C**

**Operating Budget**

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

See page four for Instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. 1		b. Fiscal Year Ending <b>12/31/2006</b>	c. No. of months (check one) <input checked="" type="checkbox"/> 12 Mo. <input type="checkbox"/> Other (specify)		d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Ho 02 <input type="checkbox"/> IHA Owned Mutual Help Ho 03 <input type="checkbox"/> PHA/IHA Leased Rental Ho 04 <input type="checkbox"/> PHA/IHA Owned Turnkey II 05 <input type="checkbox"/> PHA/IHA Leased Homeown		
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) St. John the Baptist Housing Authority							
f. Address (city, State, zip code) 152 Joe Parquet Circle La Place, LA 70068							
g. ACC Number FW-1422		h. PAS/LOCCS Project No. L A 0 9 5 0 0 1 0 6 S			i. HUD Field Office New Orleans, Louisiana		
j. No. of Dwelling Units  312	k. No. of Unit Months Available  3,744	m. No. of Projects					
				Actuals	<input checked="" type="checkbox"/> Estimate	Requested Budget Es	

Line No.	Acct. No.	Description (1)	Last Fiscal Yr. 2004 PUM (2)	[ ] or Actual Current Budget Yr. 2005 PUM (3)	PHA/IHA Estimates		H
					PUM (4)	Amount (to nearest \$10) (5)	
<b>Homebuyers Monthly Payments for</b>							
010	7710	Operating Expense					
020	7712	Earned Home Payments					
030	7714	Nonroutine Maintenance Reserve					
<b>040</b>	<b>Total</b>	<b>Break-Even Amount (sum of lines 010, 020, and 030)</b>					
050	7716	Excess (or deficit) in Break-Even					
060	7790	Homebuyers Monthly Payments - Contra					
<b>Operating Receipts</b>							
070	3110	Dwelling Rental	70.04	74.33	72.70	272,190	
080	3120	Excess Utilities	-	-	-	-	
090	3190	Nondwelling Rental	-	-	-	-	
<b>100</b>	<b>Total</b>	<b>Rental Income (sum of lines 070, 080, and 090)</b>	70.04	74.33	72.70	272,190	
110	3610	Interest on General Fund Investments	0.02	0.20	0.20	750	
120	3690	Other Income	12.95	95.41	32.46	121,540	
<b>130</b>	<b>Total</b>	<b>Operating Income (sum of lines 100, 110, and 120)</b>	83.00	169.94	105.36	394,480	
<b>Operating Expenditures - Administration:</b>							
140	4110	Administrative Salaries	49.84	54.37	46.73	174,945	
150	4130	Legal Expense	6.32	3.97	4.01	15,000	
160	4140	Staff Training	2.02	1.85	2.14	8,000	
170	4150	Travel	0.98	1.27	1.60	6,000	
180	4170	Accounting Fees	6.36	4.15	2.67	10,000	

190	4171	Auditing Fees	5.20	5.38	5.34	20,000
200	4190	Other Administrative Expenses	18.81	19.56	17.80	66,648
<b>210</b>	<b>Total</b>	<b>Administrative Expense (sum of line 140 thru line 200)</b>	<b>89.53</b>	<b>90.55</b>	<b>80.29</b>	<b>300,593</b>
<b>Tenant Services:</b>						
220	4210	Salaries	-	-	-	-
230	4220	Recreation, Publications and Other Services	-	-	-	-
240	4230	Contract Costs, Training and Other	-	-	-	-
<b>250</b>	<b>Total</b>	<b>Tenant Services Expense (sum of lines 220, 230, &amp; 240)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Utilities:</b>						
260	4310	Water	21.38	23.08	24.00	89,857
270	4320	Electricity	6.65	7.44	7.75	29,000
280	4330	Gas	34.54	37.29	38.78	145,188
290	4340	Fuel	-	-	-	-
300	4350	Labor	-	-	-	-
310	4390	Other Utilities Expense	38.11	23.94	-	-
<b>320</b>	<b>Total</b>	<b>Utilities Expense (sum of line 260 thru line 310)</b>	<b>100.68</b>	<b>91.75</b>	<b>70.52</b>	<b>264,045</b>

Previous editions are obsolete

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Name of PHA / IHA

St. John the Baptist Housing Authority

Fiscal Year Ending

12/31/2006

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2004 PUM (2)	[ X ] Estimate [ ] or Actual Current Budget Yr. 2005 PUM (3)	Requested Budget Estim			
					PHA/IHA Estimates		HUD	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor	57.19	45.60	45.24	169,393		
340	4420	Materials	22.73	31.75	29.38	110,000		
350	4430	Contract Costs	20.29	27.05	32.60	122,060		
<b>360</b>	<b>Total</b>	<b>Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>	100.22	104.40	107.23	401,453		
<b>Protective Services</b>								
370	4460	Labor	-	-	-	-		
380	4470	Materials	-	-	-	-		
390	4480	Contract Costs	2.42	8.47	9.35	35,000		
<b>400</b>	<b>Total</b>	<b>Protective Services Expense (sum of lines 370 to 390)</b>	2.42	8.47	9.35	35,000		
<b>General Expense</b>								
410	4510	Insurance	51.46	49.53	58.07	217,420		
420	4520	Payments in Lieu of Taxes	-	-	-	-		
430	4530	Terminal Leave Payments	-	-	-	-		
440	4540	Employee Benefit Contributions	26.01	55.07	48.39	181,182		
450	4570	Collection Losses	-	1.30	1.36	5,100		
460	4590	Other General Expenses	-	-	-	-		
<b>470</b>	<b>Total</b>	<b>General Expense (sum of lines 410 to 460)</b>	77.47	105.90	107.83	403,702		
<b>480</b>	<b>Total</b>	<b>Routine Expense (sum of lines 210, 250, 320, 360, 400, &amp; 470)</b>	370.32	401.07	375.21	1,404,793		



<b>Rent for Leased Dwellings</b>									
490	4710	Rents to Owners of Leased Dwellings	-	-	-	-			
<b>500</b>	<b>Total</b>	<b>Operating Expense (sum of lines 480 and 490)</b>	370.32	401.07	375.21	1,404,793			
<b>Nonroutine Expenditures</b>									
510	4610	Extraordinary Maintenance	0.93	4.86	4.50	16,857			
520	7520	Replacement of Nonexpendable Equipment	3.99	-	-	-			
530	7540	Property Betrments and Additions	8.23	11.11	4.81	18,000			
<b>540</b>	<b>Total</b>	<b>Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>	13.14	15.97	9.31	34,857			
<b>550</b>	<b>Total</b>	<b>Operating Expenditures (sum of lines 500 and 540)</b>	383.46	417.04	384.52	1,439,650			
<b>Prior Year Adjustments</b>									
560	6010	Prior Year Adjustments Affecting Residual Receipts	-	-	-	-			
<b>Other Expenditures</b>									
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.	-	-	-	-			
<b>580</b>	<b>Total</b>	<b>Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)</b>	383.46	417.04	384.52	1,439,650			
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserves (line 130 minus line 580)	(300.46)	(247.10)	(279.16)	(1,045,170)			
<b>HUD Contributions</b>									
600	8010	Basic Annual Contributions Earned - Leased Projects:Current Year	-	-	-	-			
610	8011	Prior Year Adjustments - (Debit) Credit	-	-	-	-			
<b>620</b>	<b>Total</b>	<b>Basic Annual Contribution (line 600 plus or minus line 610)</b>	-	-	-	-			
630	8020	Contributions Earned - Op. Sub. - Cur. Yr.(before year-end adj)	273.14	314.26	328.17	1,228,653			
640		Mandatory PFS Adjustments (net)	-	-	-	-			
650		Other (specify):	-	-	-	-			
660		Other (specify):	-	-	-	-			
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)	-	-	-	-			
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	273.14	314.26	328.17	1,228,653			
<b>690</b>	<b>Total</b>	<b>HUD Contributions (sum of lines 620 and 680)</b>	273.14	314.26	328.17	1,228,653			
700		Residual Reciepts (or Deficit) (sum of line 590 plus line 690)							

	Enter here and on line 810	(27.32)	67.16	49.01	183,483	
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for  
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**PHA / IHA Approval**

Name Joseph F. Johnson

Title Executive Director

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Field Office Approval**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

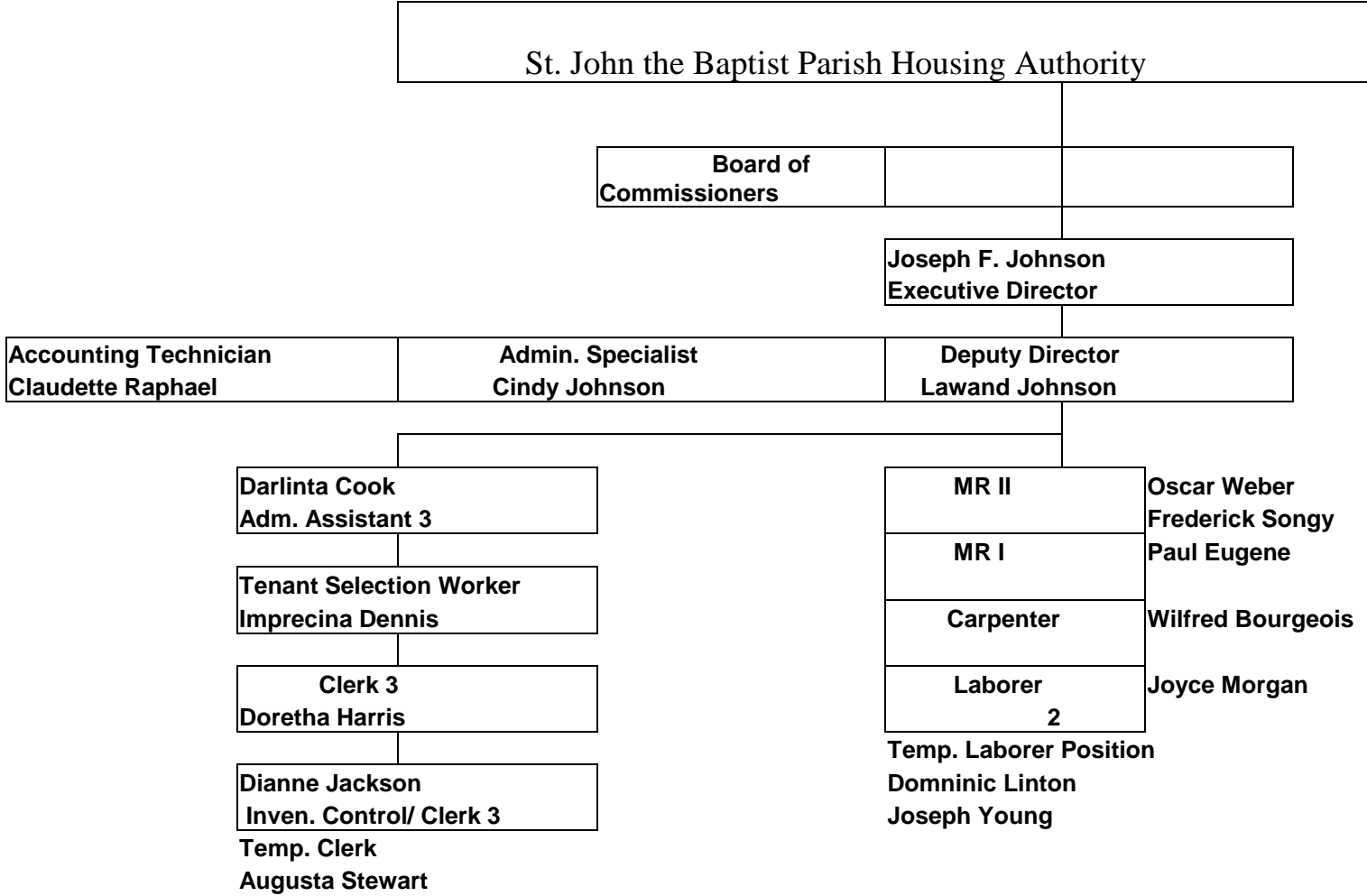
Previous editions are obsolete

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form HUD-52564 (3/95)  
ref. Handbook 7475.1

**ATTACHMENT D**

**ORGANIZATIONAL CHART**



ATTACHMENT E

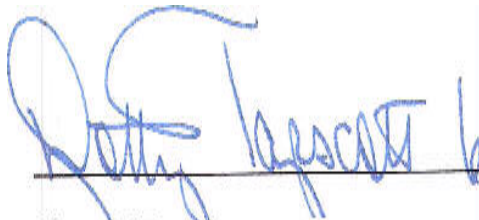
Original will be in the mail

Department of Housing and Urban Development Office  
of Public and Indian Housing

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

I, Dotty Tapscott the Comm. Dev. Policy & Programs Coordinator 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.

  
Signed / Dated

