

~~Draft~~ Conversion Plan
Streamlined Voluntary Conversion Program
Housing Authority of Saint Charles Parish ~~Housing Authority~~
Through
The U.S. Department of Housing & Urban Development (HUD)
February 21, 2020

Public Housing Authorities throughout the country have ~~been exploring the~~ options to transition out of the public housing program. The U. S. Department of Housing and Urban Development (HUD) ~~has been heavily promoting~~ permits the “repositioning” of public housing ~~for a number of years. The through the~~ Rental Assistance Demonstration (RAD) Program ~~has been a popular tool for the repositioning of.~~ The Housing Authority of St. Charles Parish (“SCPHA”) considered converting its public housing. ~~The SCPHA had initially planned to convert units under the RAD Program. However, RAD does not work for every housing authority. In 2019; however,~~ HUD provided ~~another in 2019 an~~ alternative for small public housing authorities. ~~The alternative is designated the HUD-~~“Streamlined Voluntary Conversion” program ~~which was outlined as described~~ in HUD PIH Notice 2019-05.

This notice enables ~~the Saint Charles Parish Housing Authority (SCPHA)~~ to transition its public housing program to the Housing Choice Voucher (Section 8) Program model at the Housing Choice Voucher (HCV) ~~rents~~ rent funding levels. Section 22 of the Housing Act of 1937 authorizes this legislation. ~~Section 22 permits the Saint Charles Parish Housing Authority to~~ SCPHA will voluntarily convert its public housing program to HCV assistance. ~~The SCPHA is required to submit by submitting~~ an application to HUD for the conversion through the Inventory Removal model of PIC via HUD Form-52860 and HUD Form-52860-E. The Board of Commissioners ~~of (the “Board”) of~~ SCPHA ~~must approve~~ has approved the completion and submission of the conversion application to HUD. ~~There are other considerations concerning~~ See Exhibit “A” for the conversion Board minutes approving the application ~~including but not limited to updating the Public Housing Agency (PHA) Plan, Resident Involvement, Local Government Review, and Future Use of the property just to name a few.~~ submission.

The Streamlined Voluntary Conversion process principally benefits the residents, ~~the~~ SCPHA, and the community. The conversion has no adverse impact on affordable housing in the community. The converted public housing properties will remain as affordable rental housing.

Development Partner Selection

SCPHA does not have the capacity to undertake the conversion process, including the required capital improvements to the properties following conversion. SCPHA selected Standard Enterprises, Incorporated (SEI) of Monroe, Louisiana as SCPHA’s Development Partner, through a formal Request for Proposal (RFP), to assist with the implementation of the Streamlined Voluntary Conversion Program offered by the HUD.

SEI will assist SCPHA with the Streamlined Voluntary Conversion application process. Additionally, SEI will assist with the appropriate demolition or disposition of the property and with the comprehensive renovation of the properties and/or new construction of housing units.

Conversion Process Overview

~~The Saint Charles Parish Housing Authority desires to~~Under the Streamlined Voluntary Conversion (“SVC”) process, SCPHA will convert all of its public housing properties ~~located in Saint Charles Parish~~ in three separate communities ~~in the Saint Charles Parish under the Streamlined Voluntary Conversion process. These communities consist of~~located in Boutte, Hahnville, and Des Allemands. ~~The Saint Charles Parish Housing Authority owns three (3) public housing properties with and which now contain~~ a total of one hundred twenty-nine (129) units ranging from zero (0) bedroom units to four (4) bedroom units.

~~During~~ Under the Streamlined Voluntary Conversion process ~~for the properties, the Saint Charles Parish Housing Authority will create a non-profit entity into which the Saint Charles Parish Housing Authority will transfer the properties. The repositioning strategy for each property consists of demolition and/or disposition. Under the SCPHA Streamlined Voluntary Conversion process, the,~~ all units that are renovated, reconstructed or newly constructed will remain rental units.

Below is a description of the repositioning strategy for each property under ~~the~~ SCPHA Streamlined Voluntary Conversion process.

Boutte Apartments. Boutte is a multi-family site which consists of 66 public housing units. The physical address for the property is 200 Boutte Estates Drive, Boutte, Louisiana. The Boutte property is currently occupied. ~~The Saint Charles Parish Housing Authority desires to undergo~~SCPHA in partnership with SEI will undertake a comprehensive renovation on the property using Low Income Housing Tax Credits (“LIHTCs”) and other funding sources available for the renovations. During the renovation activities, families in the Boutte community will be offered a Tenant Protection Voucher for relocation. ~~The~~ SCPHA will offer a TPV to the family and ~~the~~ SCPHA will pay for the relocation services for each family living in the community at the time in which HUD approves the Streamlined Voluntary Conversion Plan.

Hahnville Apartments. Hahnville is a multi-family site which consists of 51 public housing units. The physical address for the property is 200 Sunset Court, Hahnville, Louisiana. The Hahnville property is currently occupied. ~~The Saint Charles Parish Housing Authority desires to~~ SCPHA in partnership with SEI will undertake will demolish the ~~property existing public housing units~~ and ~~to~~ rebuild new units on the property using ~~Low Income Housing Tax Credits~~LIHTCs and other funding sources available for ~~new construction~~reconstruction. During the demolition activities, ~~families~~each family in the Hahnville community will be offered a Tenant Protection Voucher for relocation. ~~The~~ SCPHA will offer a TPV to the family and ~~the~~ SCPHA pay for the relocation services for each family living in the community at the time in which HUD approves the Streamlined Voluntary Conversion Plan. If HUD does not approve the demolition of this property, ~~the~~ SCPHA will follow the renovation process noted for Boutte.

Des Allemands Apartments. Des Allemands is a multi-family site which consists of 12 public housing units. The physical address for the property is 172 Normand Avenue, Des Allemands, Louisiana. The Des Allemands site is completely vacant. ~~The Saint Charles Parish Housing Authority desires to~~ SCPHA in partnership with SEI will demolish the property and ~~to~~ rebuild new units on the property using ~~Low Income Housing Tax Credits~~LIHTCs and other funding sources available for new construction. ~~The~~ SCPHA proposes to increase the number of units on the site from 12 units to 24 units or 36 units, depending on the number of units allowed relative to local codes. ~~The~~ SCPHA will implement the Project Based Voucher (PBV) Program at this site.

Development Partner Selection

~~The Saint Charles Parish Housing Authority does not have the capacity to undertake the conversion process, including the capital improvements to the properties. SCPHA selected Standard Enterprises, Incorporated (SEI) of Monroe, Louisiana as the SCPHA Development Partner, through a formal Request for Proposal (RFP), to assist with the implementation of the Streamlined Voluntary Conversion Program offered by the U. S. Department of Housing and Urban Development.~~

~~Standard Enterprises, Incorporated will assist the SCPHA with the Streamlined Voluntary Conversion application process. Additionally, SEI will assist with the appropriate demolition or disposition of the property and with the comprehensive renovation of the properties and/or new construction of housing units.~~

Public Housing Agency (PHA) Plan or Significant Amendment to the PHA Annual Plan

~~The SCPHA must make made explicit reference to the proposed implementation of the Streamlined Voluntary Conversion process in the housing authority's PHA (2020) Annual Plan or and a 2020 Significant Amendment to the PHA Annual Plan. ~~The SCPHA must discuss discussed the proposed conversion at a public hearing where residents and the general public eaawere invited to comment on the proposed conversion. See Exhibit "B" evidencing the Notice of Public Hearing and a copy of the minutes of such public hearing.~~~~

Resident Involvement

The Conversion Plan ~~will be completely~~has been developed with significant participation by residents who currently live in the Public Housing properties. ~~The residents will be~~See Exhibit "C" for a copy of the written materials provided tenants in advance, during, and after the Resident Meetings describing the SVC Process, the difference between the Housing Choice Voucher (HCV) Program and the Project Based Voucher (PBV) Program, and the rights of Residents to select and participate in one of these programs. At Resident Meetings, Residents were allowed to ask questions about the SVC process and the ~~effect~~effect the process ~~has~~would have on ~~the~~each family. ~~The SCPHA must provide answers to the answered~~ resident questions. ~~The SCPHA must record,~~recorded the resident meetings ~~in writing which will include~~and included in the minutes of the Resident Meetings the questions posed by ~~the residents~~Residents and the answers provided by ~~the housing authority.~~ SCPHA will summarize resident SCPHA. See Exhibit "D" for the minutes of the Resident Meetings, including participation of HUD at such Resident meetings via telephone as evidenced in the Resident Meeting Agenda and the summary of Resident comments and provide its SCPHA responses to issues raised by the ~~residents~~Residents, including a description of actions taken by ~~the~~ SCPHA as a result of the Resident comments.

~~A resident meeting is scheduled in February 2020. HUD will participate in the resident meeting via telephone or in person.~~

~~The SCPHA will provide~~provided information ~~to the residents~~Resident meetings relative to the difference between the Housing Choice Voucher (HCV) Program and the Project Based Voucher (PBV) Program. ~~At this meeting, residents will be as evidenced in the materials included in Exhibit "C". Residents were~~ briefed on their rights to remain at the site under the ~~project-based voucher~~PBV program or to leave the property to lease a unit on the private market under the ~~housing choice (tenant based) voucher~~HCV program. Residents ~~will be~~were also provided information relative to housing opportunities in the community.

Tenant Protection Vouchers (TPV's)

During the conversion process, ~~the~~ SCPHA will make an application to the U. S. Department of Housing and Urban Development (HUD) for Tenant Protection Vouchers. HUD will issue Tenant Protection Vouchers (TPVs) for any unit occupied within the last twenty-four (24) months of approval. Residents who occupy a unit during this time will receive a TPV. Residents who receive the TPV will have the right to relocate to a private unit or remain in place with the tenant-based assistance. If the resident elects to relocate off-site, ~~the~~ SCPHA will pay for relocation or moving expenses for the family. ~~The~~ SCPHA will also provide counseling for residents who decide to leave. ~~The~~ SCPHA will consult with residents early in the conversion process to determine which residents will choose to remain at the property using HCV assistance and which residents will use the TPV to lease from a private owner.

Choice Mobility

Families living in the properties owned and operated by ~~the~~ SCPHA ~~has~~have the right to choose to stay at the property using the ~~project-based voucher~~PBV Program, to leave the property to lease a unit on the private market under the ~~housing-choice (tenant-based) voucher~~HCV program, or the families may elect not to use the voucher in either case but rather decide to remain at the property without voucher assistance. Families ~~have had~~ until March 10, 2020 to make this election to stay at the property with project-based assistance or without assistance or to make the election to leave the property with tenant-based assistance in the private market. See Exhibit "E" for the summary of the "Written Consent By Head of Household Family" received by SCPHA.

~~If the family decides~~[# _____] families decided to use the ~~project-based voucher~~PBV program and remain at the property; ~~and~~ [_____] the families selected the ~~family is required to reside at the property for at least one year before the family can request a tenant-based voucher from the SCPHA through the SCPHA regular tenant-based voucher program.~~HCV program.

Family Briefing

~~There are resident~~SCPHA provided all Residents a summary of their rights and protections involved in ~~this~~the SVC conversion. ~~The process.~~ SCPHA ~~must brief the residents~~briefed Residents on their rights and protections. ~~No resident family shall be displaced as a result of the voluntary conversion. The~~The New Orleans Field Office of HUD ~~must participate~~participated in the ~~briefing. The New Orleans Field Office can participate~~Resident briefings by phone ~~or in person. At a minimum, the.~~ The Family Briefing included:

1. Information on families' right to remain in the unit using tenant-based HCV assistance.
2. Information on the significant differences between PBV assistance and HCV assistance, including income limits and the family's total tenant payment.
3. An opportunity for Residents to ask questions.
4. Written ~~material~~materials available for families concerning PBV assistance and HCV assistance, including mobility options, rent levels, rent payments, provision for supportive services.
5. ~~Provision of a~~a written consent form explaining that a family's decision to consent to relinquish its rights to receive HCV assistance, or, if a voucher has already been issued, a consent to relinquish its HCV assistance, ~~is on a~~ is on a completely voluntary basis.

6. Information on the anticipated date of the conversion ~~action and the execution of the PBV contract between the owner and the date.~~

~~6. SCPHA:~~

~~The SCPHA will hold briefing at~~ held briefings at each of the public housing properties located at Boutte and Hahnville three different times ~~so that the SCPHA can~~ in order to reach as many families as possible.

Written Consent

~~The family will be~~Following the last Resident meeting, families were given until March 10, 2020, 30 days from the date of the family briefing to make ~~their~~ decision. The consent form provided to each family at the briefing ~~must~~ explicitly ~~acknowledge~~acknowledged a family's consent or non-consent. The consent form ~~must indicate~~indicated that it must be signed by the head of household and ~~include~~included the name and telephone number of a PHA employee that families ~~can~~could contact directly ~~if they should have with~~ any questions or ~~need~~request for additional information. ~~If a family does not respond, informs the PHA that they wish to retain HCV assistance, or affirmatively withholds consent, the PHA shall not include that unit under a PBV HAP contract.~~

A Written Consent Form explaining a family's right to voluntary relinquish of a voucher in exchange for Project-Based voucher assistance in the public housing conversion ~~is was~~ provided to the family. The consent form ~~must be was also~~ provided in an accessible format for persons with disabilities and ~~must include~~included a TDD/TTY number or other equally effective communication system for persons with disabilities to use if they ~~wish~~wished to contact the ~~PHASCPHA~~ with any questions or request for additional information ~~(see 24 CFR 58.6). Additionally, the consent form should be translated into the appropriate language for persons with LEP and must include. No Resident required~~ information on how persons with LEP can access language assistance if they ~~wish~~wished to contact the ~~PHASCPHA~~ with any questions or requests for additional information.

Relocation

~~The~~ SCPHA will develop a Relocation Plan that outlines the requirement set forth for ~~the~~ SCPHA and residents to follow as relocation activities take place for the families living in the properties. ~~The~~ SCPHA Relocation Plan will be shared with the families in each property. ~~The~~ SCPHA must give the families a ninety (90) day notice to move.

Social Services

St. Charles Housing Authority will contribute 10% of its annual budget to Dream Tank, a ~~501(c)3,~~501(c)(3), for social programs in support of S.T.E.A.M. (Science, Technology, Engineering, Arts, and Mathematics) education.

Dream Tank believes youth are the best innovators on the planet. So, we invite kids to create solutions to their own community challenges. Dream Tank inspires and empowers kids to put their passion, creativity, and energy to work through meaningful, social entrepreneurial ventures. We encourage kids to launch their dreams for local, social change and impact by fostering their entrepreneurial spirit through

Dream Tank accelerators, hackathons, workshops, digital technology, tools, and training, collaboration, mentoring, inspiration, and confidence building.

Ascension VR, led by Debi Stack of New Orleans, sponsored “Hacking for Heroes” in Boulder, Colorado. St. Charles Parish will be the first Louisiana parish to host this event with kids, ages 7 to 17, veterans, business and technology mentors. The mission is to save lives among U.S. Veterans and develop bonded relationships between kids and veterans through virtual reality gaming. Here’s a clip from the Boulder event: <https://youtu.be/BtrVQJrVsG4>

Debi Stack serves on the Board of Directors at Dream Tank. She was previously the 1st IBM Artificial Intelligence consultant for the Communications, Media & Entertainment industry. She believes in the power of exponential technology including AI, AR/VR, and Blockchain to unleash the genius of kids.

Project Based Voucher Program

~~The~~ SCPHA currently administers a Housing Choice Voucher (Section 8) Program and ~~the~~ SCPHA will administer the Project Based Voucher Program under the Streamlined Voluntary Conversion Program. The current voucher program administered by ~~the~~ SCPHA is a Tenant Based voucher program. Families can use the tenant-based voucher to lease a unit on the private market. The Project Based Voucher Program offered under the Streamlined Voluntary Conversion program ties the voucher to the unit at the property.

Local Government Review

~~The~~ SCPHA has briefed the Saint Charles Parish Government on the plans of the agency to convert from the public housing program to the Housing Choice Voucher (Section 8) program model. -Additional information has been provided to the Parish Government on the capital improvements ~~the~~ SCPHA intends to make at each site. ~~The Parish Government will provide a~~ [See Exhibit “F” for the](#) Letter of Support of ~~the~~ SCPHA plans to convert under the Streamlines Voluntary Conversion program.

Environmental Reviews

~~The~~ SCPHA conversion plan must have environmental clearance before HUD approves the housing authority’s conversion plan. Environmental clearance means final approval from a HUD Approving Official of an environmental review conducted under 24 CFR Part 58. ~~The Saint Charles Parish Housing Authority~~ SCPHA completed the Environmental Reviews for the three sites on December 3, 2019. The Environmental Reviews ~~will be~~ [has been](#) submitted to HUD as part of the Conversion Plan for HUD review and approval.

Physical Conditions Assessment

The Physical Conditions Assessment (PCA) was conducted on May 2, 2019. The PNA outlines the amount of capital improvements needed at each property immediately and the amount of capital improvement needs spread over a 20-year span. The PCA is helpful in determining whether to demolish or to renovate a property. If renovation is needed, at a minimum, ~~the~~ SCPHA will make the capital improvements identified in the PCA.

