

**Rental Assistance Demonstration (RAD) Small PHA Section 18 Blend  
Checklist  
Quarter Ending March 31, 2026  
Saint Charles Parish Housing Authority**

PUBLIC HOUSING AUTHORITY	Saint Charles Parish
NAME OF PHA CONTACT	Jedidiah Jackson
TELEPHONE NUMBER OF PHA CONTACT	985-785-2601
NAME OF DEVELOPER	Standard Enterprises, Incorporated
NAME OF DEVELOPER CONTACT	Richard Murray
TELEPHONE NUMBER OF DEVELOPER	225-205-5825
NAME OF PROJECT	Watson Courts
DATE	March 24, 2026

**Rental Assistance Demonstration (RAD) Program Small PHA Section 18  
Blend Conversion Checklist  
Saint Charles Parish Housing Authority**

<b>Section 1</b>				
<b>PHA Determines to Undergo Rental Assistance Demonstration (RAD) Program Small PHA Section 18 Blend Repositioning Strategy for Agency.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
1.1	HUD suspends Streamlined Voluntary Conversion (SVC) Program Application submissions.	HUD held conference call with SCPHA and did not approve SCPHA SVC Plan due to Jefferson Parish Housing Authority court decision. HUD suggested SCPHA undergo RAD Section 18 Blend.	September 3, 2024	September 3, 2024
1.2	Board Resolution Adopted Withdrawing SVC	SCPHA Board of Commissioners Approves Resolution Number 24-11-13-01 Withdrawing	November 13, 2024	November 13, 2024

	Application to HUD SAC.	SVC Application to HUD SAC.		
1.3	Decide to Reposition Agency under RAD Small PHA Section 18 Blend. Board Resolution Adopted to Pursue RAD Small PHA Section 18 Blend application.	SCPHA determines to undergo Rental Assistance Demonstration (RAD) Program Small PHA Section 18 Blend repositioning strategy for agency. SCPHA Board of Commissioners Approves Resolution Number 24-11-13-02 to submit an Application under the RAD Small PHA Section 18 Blend Program.	November 13, 2024	November 13, 2024
1.4	SCPHA Withdraws SVC Application	SCPHA notifies HUD that the PHA wants to withdraw its SVC Application due to HUD decision to suspend the SVC Program.	November 18, 2024	November 18, 2024
1.5	HUD Approves SVC Application Withdrawal Request.	HUD Approves SCPHA SVC Application Withdrawal Request.	November 18, 2024	November 18, 2024

<b>Section 2 Public Housing Agency Plan.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
2.1	Public Housing Agency Plan Advertised to Public	PHA advertises the PHA Agency Plan for public review and comments. Give deadline for submitting written comments.	May 9, 2025	June 23, 2025
2.2	Public Hearing for Annual Plan	PHA holds required public comment period for Annual Plan and holds the required Public Hearing.	June 24, 2025	June 24, 2025
2.3	Board Approval of Annual Plan	PHA obtains Board approval of the Annual Plan through a formal Board resolution.	June 24, 2025	June 24, 2025

2.4	PHA Submits PHA Plan to HUD Field Office	PHA submits Annual Plan to HUD Field Office for review and approval.	June 24, 2025	June 24, 2025
2.5	HUD Field Office review and approval of Annual Plan.	HUD Field Office approves PHA Plan.	June 24, 2025	June 24, 2025

<b>Section 3 Resident Participation.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
3.1	Notice of Resident Briefing/Meeting.	PHA send a Notice of the Resident Brief/Meeting to every resident who lived in the property.	March 17, 2025	March 17, 2025
3.2	PHA Holds Resident Briefing and Meetings.	PHA must host at least one briefing and meeting with residents of the properties to provide informational materials and to advise the residents of their rights under RAD. PHA must provide a summary of the resident comments. PHA must provide a listing of the Questions asked and Answers provided during the meeting.	March 20, 2025	March 20, 2025
3.3	Minutes of Meetings.	PHA creates Minutes of the Meetings and Briefings held with the Residents.	March 20, 2025	March 20, 2025
3.4	HUD requests new Resident Meetings.	HUD requests new Resident Meetings since it had been 6 months since the originals meetings were held.	October 15, 2025	October 15, 2025
3.5	Notice of Resident Briefing/Meeting.	PHA send a Notice of the Resident	October 29, 2025	October 29, 2025

		Brief/Meeting to every resident who lived in the property.		
3.6	PHA Holds Resident Briefing and Meetings.	PHA must host at least one briefing and meeting with residents of the properties to provide informational materials and to advise the residents of their rights under RAD. PHA must provide a summary of the resident comments. PHA must provide a listing of the Questions asked and Answers provided during the meeting.	November 5, 2025	November 5, 2025
3.7	Minutes of Meetings.	PHA creates Minutes of the Meetings and Briefings held with the Residents.	November 5, 2025	November 7, 2025

<b>Section 4.</b>				
<b>Local Government Consultation.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
4.1	Consultation with Local Official	PHA must consult with the local government officials by providing a copy of the RAD Plan and obtaining certification from local government that the RAD Plan is consistent with the Consolidated Plan.	September 3, 2025	September 3, 2025
4.2	Letter of Support	PHA must obtain a letter of support from the appropriate official at the local governing body.		

<b>Section 5. PHA Submits the RAD Application to the HUD Resource Desk.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
5.1	PHA Submits Draft RAD Application to HUD.	PHA submits Draft RAD Application to HUD through the HUD Resource Desk.	October 15, 2025	October 15, 2025
5.2	HUD reviews the Draft Conversion Plan and requests revisions.	HUD reviews the Draft Conversion Plan and requests revisions from the PHA.	October 15, 2025	October 15, 2025
5.3	PHA submits revisions to the RAD Application to HUD Resource Desk.	PHA submits revisions to the Draft RAD Section 18 Blend Conversion Plan in the format requested by HUD Field Office.	December 19, 2025	December 19, 2025
5.4	HUD approves the Draft RAD Application.	HUD approves the Draft RAD Application and notifies the PHA, in writing. CHAP awarded.		
5.5	HUD reserves conversion authority under the Cap.	HUD reserves conversion authority under the Cap.		
5.6	Contract Rents Determined	Contract Rents Determined by HUD for the project.		

<b>Section 6 PHA Submits Financing Plan to HUD.</b>				
<b>Line Item</b>	<b>Description of Activity</b>	<b>Detailed Description of Activity</b>	<b>Date Started</b>	<b>Date Completed</b>
6.1	PHA Initiates Draft Financing Plan.	PHA Initiates Draft Financing Plan for the RAD Conversion.	October 15, 2025	October 15, 2025
6.2	A. Type of Conversion.	PHA must identify whether the project will convert to PBV or PBRA.	October 15, 2025	October 15, 2025
6.3	B. Capital Needs Assessment.	PHA must certify that the property has been assessed and the property	February 3, 2026	April 20, 2026

		can be sustained for 20 years.		
6.4	C. Scope of Work.	PHA must complete a Scope of Work of the capital improvements needed at the properties.	February 2, 2026	February 18, 2026
6.5	D. Environmental Review.	PHA must complete the required Environmental Reviews at the properties.	February 3, 2026	April 20, 2026
6.6	E. RAD Fair Housing, Accessibility, and Relocation.	PHA must complete and submit the checklist as described in the RAD notice.		
6.7	F. Sources and Uses of Funds.	PHA remaining public housing funds must be reflected in a Sources and Uses statement.	February 27, 2026	February 27, 2026
6.8	G. Development Team.	PHA shall identify a Development Team for the conversion.		
6.9	H. Proposed Financing Plan.	PHA shall develop a Financing Plan for the conversion.		
6.10	I. Operating Pro-Forma.	The PHA must submit an operating pro-forma.		
6.11	J. Market Study.	PHA shall complete a Market Study.		
6.12	K. Approval of Significant Amendment to PHA Plan.	PHA must submit all requirements for RAD Specific PHA Plan and/or Significant Amendment.	May 9, 2025	June 24, 2025
6.13	L. Pre-Approval of Specific Activities.			
6.14	Approval of Non-Dwelling Real Property.	All non-dwelling property and land possessed by the PHA will be removed from the DOT and from ACC.		
6.15	N. Approved Amendment to Attachment A of the MTW Agreement.	Does Not Apply.	Does Not Apply.	Does Not Apply.
6.16	O. Affirmative Fair Housing Marketing Plan.	Applies to PBRA conversions.		

6.17	P. Estimated Public Housing Funds Available for HAP Subsidy.	Estimate the amount of Public Housing Funds Available for HAP Subsidy.		
6.18	Q. Transfer of Assistance.	Will PHA transfer assistance to another entity.	Does Not Apply.	Does Not Apply.
6.19	R. Resident Comments.	PHA shall record the comments made by residents pertaining to the RAD Conversion.	October 29, 2025	November 5, 2025
6.20	S. Title Report.			