

Housing Authority of the City of Natchitoches, LA Agency Plan

5 Year Plan for Fiscal Years 2004-2008
Annual Plan for Fiscal Year Beginning April 1, 2004

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Natchitoches, Louisiana

PHA Number: LA-115

PHA Fiscal Year Beginning: April 2004

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

Housing Authority of the City of Natchitoches, Louisiana
536 Culbertson Lane
Natchitoches, Louisiana 71457

Display Locations For PHA Plans and Supporting Documents

The H.A.C.N. Plans (including attachments) are available for public inspection at:

Housing Authority of the City of Natchitoches, Louisiana
536 Culbertson Lane
Natchitoches, Louisiana 71457

U.S. Department of Housing & Urban Development
501 Magazine Street, 9th Floor
New Orleans, Louisiana 70130

PHA Plan Supporting Documents are available for inspection at:

Housing Authority of the City of Natchitoches, Louisiana
536 Culbertson Lane
Natchitoches, Louisiana 71457

5-YEAR PLAN
PHA FISCAL YEARS 2003-2007
[24 CFR Part 903.5]

A. Mission

The mission of the H.A.C.N. 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.

B. Goals

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

H.A.C.N. Goal: Improve the quality of assisted housing

Objectives:

- *Improve public housing management: (PHAS score >80%)
- *Improve voucher management: (SEMAP score >80%)
- *Increase customer satisfaction:
- *Renovate or modernize public housing units:
- *Reduce the number of public housing vacancies.

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

H.A.C.N. Goal: Provide an improved living environment

Objectives:

- *Implement public housing security improvements
- *Hire an Elderly/Disabled Service Coordinator

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

H.A.C.N. Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- *Increase the number and percentage of employed persons in assisted families.
- *Provide or attract supportive services to improve assistance recipients' employability.

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

H.A.C.N. Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.
- *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:
- *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Streamlined Plan:

High Performing PHA

ii. Annual Plan Table of Contents

{24 CFR Part 903.7 9 ®}

Table of Contents

Annual Plan

	<u>Page #</u>
Executive Summary	5
List of Attachments	6
Section 1, Housing Needs	9
Section 2, Financial Resources	12
Section 3, Policies on Eligibility, Selection & Admissions	13
Section 4, Rent Determination Policies	16
Section 5, Operations and Management Policies	18
Section 6, Grievance Procedures	20
Section 7, Capital Improvement Needs	21
Section 8, Demolition and Disposition	22
Section 9, Designation of Housing	23
Section 10, Conversions of Public Housing	24
Section 11, Homeownership	25
Section 12, Community Service Programs	26
Section 13, Crime and Safety	28
Section 14, Pets	29
Section 15, Civil Rights Certifications	30
Section 16, Audit	31
Section 17, Asset Management	32
Section 18, Other Information	33
Attachments	34

iii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Natchitoches, Louisiana's (HACN) mission is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The HACN will address the housing needs of the population it serves by employing effective maintenance and management policies, thereby maximizing the number of affordable units available within our resources. The HACN has also adopted rent policies and has employed admissions preferences aimed at families who are working. Additionally, local preference is given to the elderly and disabled.

The HACN will utilize all financial resources to ensure that the management and maintenance needs are properly met for the continued successful operation of the agency. Our past, high-performing PHAS scores reflect our proven abilities in financial management, and we will continue to strive for financial stability and an above average operation.

The HACN very carefully screens all applications for eligibility and tries to do so in the quickest time possible. Persons are placed on our waiting lists on a first-come, first-serve basis, unless they qualify for our local preferences. Since the Quality Housing & Work Responsibility Act of 1998 went into effect, the HACN has updated its dwelling lease, Section 8 Administrative Plan, Admissions & Continued Occupancy Policy and has adopted a deconcentration policy and a pet policy. The HACN has adopted a market value flat rent based on fair market rents; our minimum rent is \$50, less the utility allowance. However, if a resident cannot pay the minimum rent, we do offer a minimum rent hardship exemption.

We do not anticipate demolishing or disposing of any of our units in our upcoming fiscal year; nor do we anticipate applying for approval to designate a project for occupancy by the elderly or disabled. Additionally, the HACN does not administer any homeownership programs under an approved section 5(h) homeownership program. However, we do anticipate implementing a homeownership program through the Section 8 department in the very near future.

The HACN has and will continue to work closely with the Natchitoches Police Department on safety and crime prevention measures. Funding for many of these activities was previously provided by the PHDEP program and future funding will be made possible through the Capital Fund Program.

We look forward to another successful year of operations in serving the housing needs of the citizens of Natchitoches, and will continue to work with HUD to implement all statutory changes in the rules and regulations.

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.

Attachments:

- A. Deconcentration Policy
- B. Resident Membership of the PHA Governing Board
- C. Statement of Progress in Meeting the 5-Year Plan Mission & Goals
- D. Follow Up Plan, as Per RASS
- E. Comments of Resident Advisory Board
- F. FY 2004 Capital Fund Program Annual Statement

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	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 (included in the public housing A & O Policy)	Annual Plan: Rent Determination
X	Flat rents offered at each public housing development (included in the public housing A & O Policy)	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (included in Section 8 Administrative Plan)	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures (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
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Self-Sufficiency
X	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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	723	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	653	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	435	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	218	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Information from the 1990 CHAS Data Book –jurisdiction- City of Natchitoches, Louisiana.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
X Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	302		
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	101	33%	
Low income (>50% but <80% AMI)	201	67%	
Families with children	115	38%	
Elderly families	10	3%	
Families with Disabilities	14	5%	
Race-White	12	8%	
Race-Black	189	92%	
Hispanic	1	< 1%	
Characteristics by Bedroom Size (Pub. Housing Only)			
1BR	127	42%	
2 BR	66	22%	
3 BR	4	1%	
4 BR	4	1%	
5 BR	-0-	-0-	-0-
5+ BR	-0-	-0-	-0-
The H.A.C.N. waiting lists are not closed.			

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:

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- X Reduce turnover time for vacated public housing units.
- X Reduce time to renovate public housing units.
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- X Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.

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

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

Adopt rent policies to support and encourage work.

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

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

Employ admissions preferences aimed at families who are working.
Adopt rent policies to support and encourage work.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Give local preference to the elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Give local preference to families with disabilities.
- X Hire an Elderly/Disabled Services Coordinator to assist with services provided to these groups.

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

- X Give preference to families who are victims of domestic violence.

(2) Reasons for Selecting Strategies

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

- X Funding constraints.
- X Staffing constraints.
- X Extent to which particular housing needs are met by other organizations in the community.
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.
- X Results of consultation with residents and the Resident Advisory Board.

2. Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	Estimated at approx. \$1,178,324	Administrative expenses to include salaries, legal expense, staff training, travel, accounting, auditing and sundry; total tenant services to include support to resident participation activities; utility expenses for administrative offices/maintenance buildings and vacant apartments; maintenance expenses to include labor, materials and contract costs; general expenses to include insurance, payments in lieu of taxes, terminal leave payments, employee benefits and collection losses; non-routine expenses to include extraordinary maintenance, replacement of nonexpendable equipment and property betterments and additions.
b) Public Housing Capital Fund	Estimated at approx. \$590,338	Management improvements to include community police officer; administration to include advertisements for bids and salaries; fees & costs to include A/E fees and modernization coordination; dwelling structures to include front doors/interior doors, bathtub replacements, new faucets/ fixtures/lavatories, replacement of panel/trim and non-dwelling equipment to include vehicle replacement.
c) HOPE VI Revitalization		
d)		
e) HOPE VI Demolition		
f) Annual Contributions for Section 8 Tenant-Based Assistance	Estimated at approx. \$1,031,256	The tenancy under the lease will be assisted with rent subsidy based on income and eligible deductions. Housing assistance payments will be paid to each landlord/owner on a monthly basis in accordance with the housing assistance payment contract. Utility reimbursement payments are paid to the City of Natchitoches on behalf of the resident and are applied to the resident's utility account. Earned administrative fees will be used to pay for salaries and employee benefits, travel, sundry, contract costs and insurance.
g)		
h) Resident Opportunity and Self-Sufficiency Grants		
i) Community Dev. Block Grant		
j) HOME		
	Estimated @	
TOTAL RESOURCES	\$2,799,918	

3. H.A.C.N. Policies Governing Eligibility, Selection, and Admissions
[24 CFR Part 903.7 9 (c)]

A. Public Housing

Eligibility

- a. The H.A.C.N. verifies eligibility for admission to public housing:

As soon as possible after receiving the application.
- b. The following non-income (screening) factors are used by the H.A.C.N. to establish eligibility for admission to public housing.
 1. Criminal or Drug-related activity.
 2. Rental history.
 3. Housekeeping.
- c. The H.A.C.N. requests criminal records from local law enforcement agencies for screening purposes; from State law enforcement agencies; and accesses FBI criminal records for screening purposes through an NCIC authorized source.

(2)Waiting List Organization

- a. The H.A.C.N. plans to organize its public housing waiting list on a sub-jurisdictional basis.
- b. Persons interested in applying for admission to public housing may do so at the H.A.C.N.'s main administrative office.
- c. The H.A.C.N. does not plan to operate one or more site-based waiting lists in the coming year.

(3) Assignment

Applicants are ordinarily given one choice before they fall to the bottom of the waiting list. After two offers, his/her name is removed from the waiting list. This policy is consistent across all waiting list types.

(4) Admissions Preferences

- a. Income targeting:
The H.A.C.N. does not 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 the following circumstances transfers may take precedence over new admissions:
 1. Emergencies.
 2. Medical justification.
 3. Administrative reasons determined by the H.A.C.N. (e.g., to permit modernization work)
- c. Preferences
The H.A.C.N. has established local preferences for admission to public housing. The H.A.C.N. plans to employ the following admission preferences in the coming year:
 1. Working families and those unable to work because of age or disability.
 2. Families who are victims of domestic violence.

Preferences by priority are as follows:

1. Families who are victims of domestic violence

2. Working families and those unable to work because of age or disability.
3. Date and Time.

d. Relationship of preferences to income targeting requirements:

Is not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Occupancy

a. The following reference materials can be used by applicants and residents to obtain information about the rules of occupancy of public housing:

1. The H.A.C.N.'s resident lease.
2. The H.A.C.N.'s Admissions and (Continued) Occupancy policy.
3. H.A.C.N. briefing seminars or written materials.
4. The H.A.C.N. orientation video shown to all residents prior to move-in.

b. Residents must notify the H.A.C.N. of changes in family composition:

1. At an annual reexamination and lease renewal.
2. Any time family composition changes.
3. At family request for revision.

(6) Deconcentration and Income Mixing

The H.A.C.N.'s analysis of its family (general occupancy) developments did not indicate concentrations of poverty or the need for measures to promote deconcentration of poverty or income mixing. The H.A.C.N. has, however, adopted a deconcentration policy to comply with the Quality Housing and Work Responsibility Act of 1998. The H.A.C.N. will continue to support deconcentration in its developments.

The H.A.C.N. has addressed deconcentration in its **admissions policies** to continue to promote deconcentration of poverty or to assure income mixing. The H.A.C.N. may utilize and/or impose specific income or racial quotas or offer incentives for eligible families to occupy units in developments predominately occupied by families having either lower or higher incomes at a later time should the need arise.

Based on the results of the required analysis, the H.A.C.N. does not feel the need to make special efforts to attract or retain higher-income families or to assure access for lower-income families at this time.

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. The H.A.C.N. conducts screening on criminal or drug-related activity only to the extent required by law or regulation.
- b. The H.A.C.N. requests criminal records from local law enforcement agencies for screening purposes, and from State law enforcement agencies for screening purposes when necessary.
- c. The H.A.C.N. accesses FBI criminal records from the FBI for screening purposes. (either directly or through an NCIC-authorized source)
- d. Criminal or drug related activity information is shared with prospective landlords.

(2) Waiting List Organization

- a. The Section 8 tenant-based assistance waiting list is not merged with any other program waiting lists.
- b. Interested persons may apply for admission to section 8 tenant-based assistance at the H.A.C.N. main administrative office.

(3) Search Time

The H.A.C.N. may give extensions on standard 60-day period to search for a unit for hardship situations such as resident family member being hospitalized, family emergency, such as death, etc.

(4) Admissions Preferences

- a. Income targeting

The H.A.C.N. does not 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

The H.A.C.N. has established preferences for admission to Section 8 tenant-based assistance other than date and time of application)

The H.A.C.N. has employed a preference for “victims of domestic violence” and for the elderly and/or disabled head of household/disabled spouse of head of household

Relationship of preferences to income targeting requirements – Is not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs

- a. The Section 8 Administrative Plan outlines the policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by the H.A.C.N.
- b. The H.A.C.N. announces the availability of any special-purpose section 8 programs to the public through public notices.

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).
- b. Minimum Rent
The minimum rent charged by the H.A.C.N. is \$50.00. The H.A.C.N. has adopted a discretionary minimum rent hardship exemption policy.
- c. Market Study Flat Rents
The H.A.C.N. has a market study flat rent for all developments. The market study rent was arrived by performing a study of comparable units & current fair market rents (FMR.)
- d. Rent re-determinations:
Between income reexaminations, residents report changes in income or family composition to the H.A.C.N. that result in an adjustment to rent any time a family experiences an income increase above the threshold amount or percentage.
- d. The H.A.C.N. does not 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) Market Study Flat Rents

In setting the market-based flat rents, the H.A.C.N. used fair market rents (the same as was used for ceiling rents) as the source of information to establish comparability. Flat rents are set at \$300 for 0-bedroom; \$308 for 1-bedroom; \$318 for 2-bedroom; \$325 for 3-bedroom; and \$327 for 4-bedroom.

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. The H.A.C.N.'s payment standard is at or above 90% but below 110% of FMR.
- b. The H.A.C.N. selected this payment standard because it reflects market.
- c. Payment standards are reevaluated for adequacy annually.
- d. The factor the H.A.C.N. considered in its assessment of the adequacy of its payment standard was the rent burdens of assisted families.

(2) Minimum Rent

- a. The H.A.C.N.'s minimum rent is \$50.

- b. The H.A.C.N. has adopted a discretionary minimum rent hardship exemption policy.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

The Mayor of the City of Natchitoches appoints the 5-member Board of Commissioners. Their appointments are for 5-year terms. The Board of Commissioners hires the Executive Director.

The Executive Director is the head of the agency. Under the Executive Director are the Administrative Secretary, the Administrative Specialist (who supervises two HAP Managers, two Project Managers and a Tenant Selection Worker), the Confidential Assistant/Bookkeeper, and the Maintenance Foreman (who supervises a Painter Master, A Carpenter, two Laborers, a Trades Apprentice and three Maintenance Repairmen.)

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	410	
Section 8 Vouchers	449	
Special Purpose Section 8 Certificates/Vouchers	0	
Section 8 New Construction	50	

C. Management and Maintenance Policies

The Public Housing Maintenance Department is operated and managed in accordance with its Maintenance Operations Manual.

The Public Housing Administrative Department is operated and managed in accordance with its Admissions and Occupancy Policy Manual.

Personnel matters are managed in accordance with the HACN Personnel Manual and the Louisiana Department of State Civil Service rules and regulations.

Section 8 is operated and managed in accordance with its HUD-approved Section 8 Administrative Plan.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

B. Section 8 Tenant Based Assistance

The PHA has not 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.

Applicants and assisted families should contact the PHA main administrative office to initiate the informal review and informal hearing processes.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as an attachment to this plan.

(2) 5-Year Action Plan

The PHA is providing the 5-year Action Plan for the Capital Fund. It is Provided as an attachment to the Plan.

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

The H.A.C.N. is NOT involved in any approved HOPE VI and/or public housing development replacement activities not described in the Capital Fund Program Annual Statement.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

The Housing Authority of the City of Natchitoches, Louisiana does not 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.

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)]

The H.A.C.N. does not intend to apply for approval to designate a project for occupancy only by the 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.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

None of the H.A.C.N.'s developments or portions of developments have been identified by HUD or the H.A.C.N. as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

The H.A.C.N. certifies that it has reviewed each of its development's operations as public housing and considered the implications of converting these public housing developments to tenant-based assistance. Based on the review, the conclusion is that conversion of the development is likely to be inappropriate.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

The H.A.C.N. does not administer any homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437a) nor has the H.A.C.N. 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).

B. Section 8 Tenant Based Assistance

The H.A.C.N. does not presently 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.

However, the H.A.C.N. is exploring options on implementing a small-scale homeownership program; the Section 8 administrative plan will be updated to include all activities/requirements of the homeownership program prior to implementation.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperation Agreements

The HACN has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services. This agreement was signed with an effective date of November 1, 2000.

2. Other coordination efforts between the PHA and TANF Agency.
 - ◆ Client referrals
 - ◆ Information sharing regarding mutual clients (for rent determination and otherwise.
 - ◆ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

The HACN employs the following to enhance the economic and social self-sufficiency of assisted families:

- ◆ Public housing rent determination policies
- ◆ Public housing admissions policies
- ◆ Section 8 admissions policies
- ◆ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA.

b. Economic and Social self-sufficiency programs

The HACN does coordinate, promote and provide programs to enhance the economic and self sufficiency of residents.

Program	Services and Programs			Eligibility
	Estimated Size	Allocation Method	Access	
Family Self – Sufficiency	26 units	Random Selection	PHA Main Office	Section 8 Participants

(2) Family Self Sufficiency Program/s

Participation Description/Program	Required # of Participant	Actual # of Participants
Public Housing	-0-	-0-
Section 8	26	26

The HACN is maintaining the minimum program size required by HUD.

C. Welfare Benefits Reductions

The HACN is complying with the statutory requirements of Section 12(d) of the U.S. Housing Act of 1937 by:

- ◆ 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.

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

The H.A.C.N., in cooperation with the Natchitoches Police Department, has been and will continue to work together to provide police protection for the residents of the Housing Authority of the City of Natchitoches.

In order to continue to provide security for the residents of the H.A.C.N., the following measures are and will continue to be undertaken:

1. Identifying needs to ensure the safety of the residents of the H.A.C.N. in conjunction with the Natchitoches Police Department and ensuring, through monthly meetings with the Chief of Police, or his designee, as well as resident police officers, that these measures are being acted upon.
2. Coordination of activities for crime prevention measures are always discussed and agreed to by both the Housing Authority and the Natchitoches Police Department.
3. The Natchitoches Police Department has always been more than receptive to provide any information to the H.A.C.N. in response to our requests regarding drug elimination/crime prevention activities.

The cooperation between the H.A.C.N. and the Natchitoches Police Department has been and continues to be one that works in the spirit of cooperation to provide the best police protection to the residents of the H.A.C.N.

14. Pet Policy

[24 CFR Part 903.7 9 (n)]

Adopted by the Board of Commissioners of the H.A.C.N. in September 1999. A copy is kept on file in the Housing Authority Office.

15. Civil Rights Certifications

[24 CFR Part 903.7 (o)]

Original, signed certifications will be submitted to the New Orleans area HUD Office.

16 Fiscal Audit

[24 CFR Part 903.7 9 (p)]

The H.A.C.N. is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437C(h)). A copy of the most recent audit for fiscal year ended March 31, 2003, was previously submitted to HUD.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

The HACN has not engaged 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 plan.

The HACN has not included descriptions of asset management activities in the **optional** Public Housing Asset Management Table.

18. Other Information
{24 CFR Part 903.7 9 ®}

A. Resident Advisory Board Recommendations

The H.A.C.N. did receive comments on the PHA Plan from the Resident Advisory Board. They are included as an attachment in this section. The H.A.C.N. did Consider Board comments, but determined no changes were necessary.

B. Description of Election Process for Residents on the PHA Board

1. The H.A.C.N. does not meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937.
2. The resident who currently serves on the H.A.C.N. Board was not elected by the Residents. The current resident Board Member is Sylvia Madison, and she was appointed by the Mayor of Natchitoches to fill a vacant seat. Ms. Madison's term expires January 27, 2007.

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: 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:

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

D. Other Information Required by HUD

No information requested by HUD at this time.

Attachments

1. Deconcentration Policy
2. Resident Membership of the PHA Governing Board
3. Statement of Progress in Meeting the 5-Year Plan Mission & Goals
4. Follow Up Plan, as Per RASS
5. Comments of Resident Advisory Board
6. Capital Fund Program Annual Statement
7. 5-Year Action Plan for Capital Fund Program

**Housing Authority of the City of Natchitoches, Louisiana
Deconcentration Policy**

The HACN will make every effort to provide for deconcentration of poverty and income mixing in its communities, by bringing higher income residents into lower income developments and lower income residents into higher income developments.

To this extent the HACN shall insure that not less than forty percent (40%) of all new admissions shall be families whose income at the time of their admission does not exceed thirty percent (30%) of the area's median income.

The HACN does not intend to utilize and/or impose any specific income or racial quotas nor will the HACN offer incentives for eligible families to occupy units in developments predominately occupied by families having either lower or higher incomes.

It is the policy of the HACN to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the HACN is to house no less than 40% of its inventory with families that have income at or below 30% of the area median income by public housing development. Also the HACN will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the HACN does not concentrate families with higher income levels, it is the goal of the HACN not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The HACN will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the HACN.

To accomplish the deconcentration goals the HACN will take the following actions:

- A. At the beginning of each fiscal year, the HACN will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous fiscal year.
- B. To accomplish the goals of:
 1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 2. Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the HACN's Resident Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

Resident Membership of the PHA Governing Board

Our resident who serves on the Housing Authority of the City of Natchitoches, Louisiana Board of Commissioners is Sylvia Madison. Ms. Madison was appointed to the Board by the Mayor of Natchitoches early last year to fill an unexpired term for a Commissioner who resigned several years ago. Ms. Madison's term does not expire until January 27, 2007.

The following persons are Resident Advisory Board Members:

- Lavelle Patterson (PHA Resident)
- Victoria Helaire (PHA Resident)
- Aufwiedersehen Pierre (PHA Resident)
- Adoree Stuckey (PHA Resident)
- Anastasia Winston (PHA Resident)
- Roberta Dunaho (PHA Resident)
- Amy Bath Mensah (Section 8 Participant)
- Tracey Demas (Section 8 Participant)

Statement of Progress in Meeting the 5-Year Plan Mission & Goals

The H.A.C.N. strongly feels that we are, indeed, meeting our mission. We ARE promoting adequate and affordable housing. Our maintenance department does an outstanding job of keeping our apartments in good repair. We will continue to strive to keep our neighborhoods and apartments in excellent condition and improve them as much as funding will permit. We do promote economic opportunity. We have 26 family self-sufficiency units through our Section 8 program. We work with participants to improve themselves in all aspects. We also promote economic opportunity through Capital funding and through Resident Participation funding. We are also in the process of implementing a Homeownership Program.

GOALS

Increase the availability of decent, safe, and affordable housing.

We have an overall PHAS score of 90.0. We continuously strive to improve customer satisfaction. We are in the process of renovating our River Road Village subdivision. We are installing central air conditioning, replacing the living room windows with more energy-efficient windows, replacing kitchen counter tops, replacing closet doors, painting all interiors of that subdivision, and replacing the ceilings in that subdivision. Additionally we are going to install central air conditioning in 250 additional apartments, which when done will put us at 100% central air conditioning in all of our apartments. We will be doing similar renovations to our Bailey Heights/Highland Park Subdivision within the next two years. We have also hired residents on several sites to help with grounds maintenance in an effort to promote resident involvement in improving neighborhood appearance.

Improve community quality of life and economic vitality.

We have implemented public housing security improvements by installing fencing, security lighting and housed the Resident Police Officers on each site. We also have a police substation on one of our sites—LA115-2.

Promote self-sufficiency and asset development of families and individuals.

We give preference to working families in public housing, thereby increasing the number and percentage of employed persons. We have a Memorandum of Understanding with the Natchitoches Parish Office of Family Support to work with our mutual clients, providing them a place to obtain job experience.

Ensure equal opportunity in housing for all Americans.

We have undertaken affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. We have also undertaken affirmative measures to provide a suitable living environment for all families living in assisted housing. Additionally, we have handicap accessible units for those persons with disabilities.

Follow Up Plan, as Per RASS

Communication

The H.A.C.N. publishes a quarterly Resident Newsletter to advise residents of all changes and happenings, in all aspects of this Authority. It includes such information as – what maintenance employee is on call each week, how to get in touch with maintenance after hours, schedule of Resident Council Meetings, changes in rules/regulations, notice of any upcoming meetings, status of any ongoing contract work in the neighborhoods, and much more.

Additionally, we pass information along to the Resident Council Leaders to be distributed/reviewed at Resident Council Meetings. The Project Managers and Resident Police Officers are now attending most of the Resident Council Meetings. They bring back any pertinent information to the rest of the staff from the Meetings.

We hold monthly meetings with Project Managers, Resident Council Members, Resident Police Officers and Boys and Girls Club Director to discuss status of neighborhoods and neighborhood needs. We have also obtained pagers for resident police officers and have given the residents the officers' pager numbers so that they can get in touch with them whenever needed.

Safety

Through a contract with the Natchitoches Police Department, we have hired a full time Community Police Officer who patrols the neighborhoods daily. Additionally, this officer performs background checks on all new applicants. We have a police substation on one of our sites, and the Community Police Officer works out of this office. We also have a resident police officer on each site who performs community policing services to the neighborhoods in which they live. The Community Police Officer coordinates the activities of the Resident Police Officers and provides weekly reports from them as to what is happening in each of their neighborhoods.

We have also installed wrought iron fencing around most of our sites to keep unwanted guests out of our neighborhoods. We have installed additional security lighting to help with the safety issue as well. The Community Police Officer is working with the Director of the Boys and Girls Club and the Residents to get our Voluntary Tenant Patrol and Resident Council more active.

Neighborhood Appearance

We are now utilizing a group of inmates from the Natchitoches Parish Detention Center to help beautify our neighborhoods. They are keeping trees and shrubbery trimmed and litter picked up. We have replaced old signs on each site with new colorful signs identifying the neighborhood. We have also planted some flowering plants in some of the subdivisions and hope to plant more soon. We have also painted many of the apartments and will do more as funding permits.

RESIDENT ADVISORY BOARD COMMENTS

1. I have enjoyed serving on the Resident Advisory Board. I would like to commend Monica McKinney and her staff for doing an excellent job. The renovations to River Road Village have made a huge difference not only in appearance but in energy efficiency as well. I am pleased that the agency plan calls for continued renovations where needed along with A/C installations.

I am concerned about some residents being forced to participate in community service projects. For some single parents this will further strain their resources as they will need to pay for child care while participating. The HACN will also have the added work of implementing these projects and overseeing the hours worked. I fail to see how this benefits anyone.

In closing, I believe the agency plan is sound and well done. I would be pleased to serve on this board again in the future. ---Roberta Donaho

2. I have worked with the H.A.C.N. Advisory Council for several years. I am in total agreement with the five year Agency Plan. I am impressed with the previous five year plan. I will continue working with the Advisory Council for as long as I am needed. ---Lavelle Patterson
3. As a member of the Advisory Board and resident of Public Housing, I have been able to meet and voice some of my concerns about how things really are in public housing. I am looking forward to the things that have been proposed for the upcoming year. Again, I would like to see rules really enforced about the maintenance of the yards. I look forward to working and doing whatever I can do for the overall betterment of our community. --Victoria W. Helaire
4. As a member of the resident advisory board, I would like to reiterate my interest towards landscaping and beautification of the housing authority units. This will increase the marketability of the units as well as the appearance. The appearance of marketable units will help us target different demographics and compete with conventional apartment complexes. --Aufwiedersehen Pierre.
5. As a member of the resident advisory board, I would like to focus my interest towards community involvement such as an active Neighborhood Watch which will decrease potential criminal activity and developing community clean up programs and after-school programs. This will help increase community involvement by both adults and children. --Anastasia Winston

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Natchitoches, LA		Grant Type and Number Capital Fund Program Grant No: LA48P115501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$18,000.00			
4	1410 Administration	\$27,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$45,210.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$480,140.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
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 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$590,350.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Natchitoches, LA		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Community Police Officer	1408		\$18,000				
	Advertisements	1410		\$500				
PHA-Wide	Prorated Salaries	1410		\$26,500				
	A/E Fees	1430		\$27,500				
	Comp Grant Consultant	1430		\$17,710				
LA115-2	Front Doors/Interior Doors	1460		\$136,500				
“	Bathtub Replacement	1460		\$183,040				
“	Faucets/Lavatories/Fixtures	1460		45,000				
“	Replace Panel/Trim	1460		\$115,600				
PHA-Wide	Truck Replacement	1475		\$20,000				
				\$590,350				

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

PHA Name: Housing Authority of the City of Natchitoches		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	12/31/04			12/31/06			
LA115-1	12/31/04			12/31/06			
LA115-2	12/31/04			12/31/06			
LA115-3	12/31/04			12/31/06			
LA115-4	12/31/04			12/31/06			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
PHA-Wide	Annual Statement	\$115,710	\$115,710	\$224,050	-0-
LA115-1		-0-	\$474,640	\$86,400	\$95,000
LA115-2		\$474,640		\$150,000	\$495,350
LA115-3		-0-		\$79,900	-0-
LA115-4		-0-		\$50,000	-0-
LA115-7		-0-		-0-	-0-
CFP Funds Listed for 5-year planning		\$590,350	\$590,350	\$590,350	\$590,350
Replacement Housing Factor Funds					

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

Activities for Year : --4-- FFY Grant: PHA FY:			Activities for Year: --5-- FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-Wide	Adm. Salaries	\$26,500	LA115-1	Interior Painting	\$58,000
“	Comp Grant Consultant	\$17,710	“	Storm Doors	\$37,000
“	Computer Upgrade	\$6,000	LA115-2	Shingles	\$135,000
“	A/E Fees	\$27,500	LA115-2	Sidewalk Repair	\$20,000
“	Vehicle Replacement	\$20,000	“	Toilet Replacement	50,000
“	Community Police Officer	\$18,000	“	Trim Trees	\$20,000
“	Termite Treatment (Initial)	\$79,840	“	Window Replacement	\$125,000
“	Mower-Trailer	\$18,500	“	Relocation Expense	\$10,000
“	Smoke Detectors	\$10,000	“	Bathroom Heaters/Vents	\$25,000
LA115-1	Bathtub Replacement	\$86,400	“	Replace Panel/Trim	\$54,550
LA115-2	Paint Ceilings	\$150,000	“	Electrical Upgrade	\$55,800
LA115-3	Interior Painting	\$50,000			
LA115-4	Paint Interior	\$50,000			
LA115-3	Vent Hoods	\$5,500			
“	Security Lights	\$12,000			
“	Peep Holes	\$2,400			
“	Extra Parking	\$10,000			
Total CFP Estimated Cost		\$590,350			\$590,350

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Natchitoches, LA	Grant Type and Number Capital Fund Program Grant No: LA48P11550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---	--	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 9/30/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Management Improvements-Soft Costs	\$13,500.00	\$22,500.00	\$22,500.00	\$12,924.94
3	1408 Management Improvements-Hard Costs				
4	1410 Administration	\$12,391.00	\$12,391.00	\$12,391.00	\$3,484.67
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$67,413.00	\$71,049.00	\$71,049.00	\$50,958.22
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$594,620.00	\$615,010.00	\$615,010.00	\$447,396.02
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$33,026.00	\$0.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$33,349.00	\$33,349.00	\$33,349.00	\$7,009.90
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$754,299.00	\$754,299.00	\$754,299.00	\$521,773.75
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Natchitoches, LA		Grant Type and Number Capital Fund Program Grant No: LA48P11550101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Resident & Youth Programs	1408		\$13,500.00	\$13,500.00	\$ 12,893.62	\$ 12,893.62	
“	Prorated salaries	1410		\$11,391.00	\$11,391.00	\$ 3,230.67	\$ 3,230.67	
“	Advertisement	1410		\$1,000.00	\$1,000.00	\$ 254.00	\$ 254.00	
“	A & E Fees	1430		\$45,235.00	\$48,420.00	\$ 48,420.00	\$ 36,538.22	
“	Modernization Coordinator	1430		\$22,178.00	\$22,629.00	\$ 22,629.00	\$ 14,420.00	
LA115-7	Ceiling Replacement	1460		\$200,120.00	\$210,555.00	\$167,466.12	\$153,594.85	
“	Upgrade ductwork in baths	1460		\$75,000.00	\$78,910.00	\$ 62,762.12	\$ 57,563.55	
“	Install A/C	1460		\$151,500.00	\$159,400.00	\$126,779.50	\$116,279.09	
“	Replace windows in living room	1460		\$75,000.00	\$78,910.00	\$ 62,762.12	\$ 57,563.55	
“	Replace kitchen counter tops	1460		\$40,000.00	\$42,085.00	\$ 33,473.12	\$ 30,700.82	
“	Replace sliding doors at closets	1460		\$10,000.00	\$0.00			
“	Paint unit interiors	1460		\$37,000.00	\$38,930.00	\$ 30,962.65	\$ 28,397.57	
“	Replace living room light fixtures	1460		\$6,000.00	\$6,220.00	\$ 3,595.58	\$ 3,296.60	
“	Replace maintenance truck	1475		\$33,026.00	\$0.00			
“	Relocation costs	1495		\$33,349.00	\$33,349.00	\$ 7,009.90	\$ 7,009.90	
PHA Wide	Computer upgrade	1408			\$9,000.00	\$ 31.32	\$ 31.32	

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

PHA Name: Housing Authority of the City of Natchitoches		Grant Type and Number Capital Fund Program No: LA48P11550101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/30/03		09/30/03	09/30/04			
LA115-7	09/30/03			09/30/04			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Natchitoches, LA	Grant Type and Number Capital Fund Program Grant No: LA48P11550102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	--	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 9/30/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1408 Management Improvements-Soft Costs	\$16,700.00	\$16,700.00	\$5,881.96	\$5,881.96
3	1408 Management Improvements-Hard Costs				
4	1410 Administration	\$25,500.00	\$25,500.00	\$6,779.20	\$6,779.20
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$37,992.00	\$37,992.00	\$24,696.00	\$10,706.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$617,000.00	\$587,000.00	\$8,989.87	\$8,989.87
11	1465.1 Dwelling Equipment—Nonexpendable		\$30,000.00	\$6,980.00	\$6,980.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$20,300.00	\$20,300.00	\$12,477.40	\$12,477.40
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$717,492.00	\$717,492.00	\$65,804.43	\$51,814.43
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the City of Natchitoches, LA		Grant Type and Number Capital Fund Program Grant No: LA48P11550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Resident & Youth Programs	1408		\$10,700.00	\$10,700.00		\$ 0.00	
“	Computer Upgrade	1408		\$6,000.00	\$6,000.00	\$ 5,881.96	\$ 5,881.96	
“	Prorated Salaries	1410		\$25,000.00	\$25,000.00	\$6,779.20	\$ 6,779.20	
“	Advertisement for bids	1410		\$500.00	\$500.00		\$ 0.00	
“	A & E Fees	1430		\$16,467.00	\$16,467.00		\$ 0.00	
“	Coordinator	1430		\$21,525.00	\$21,525.00	\$24,696.00	\$10,706.00	
LA115-1	Central A/C	1460		\$244,944.00	\$0.00			
LA115-2	Central A/C	1460		\$322,056.00	\$579,900.00	\$ 7,989.87	\$ 7,989.87	
LA115-3	Replace bathtubs	1460		\$25,000.00	\$0.00			
LA115-4	Replace bathtubs	1460		\$25,000.00	\$0.00			
	Maintenance vehicles	1475		\$20,300.00	\$20,300.00	\$12,477.40	\$12,477.40	
LA115-7	Ranges & Refrigerators	1465			\$30,000.00	\$ 6,980.00	\$ 6,980.00	
LA115-7	Smoke Detectors	1460			\$7,100.00	\$ 1,000.00	\$ 1,000.00	

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

PHA Name: Housing Authority of the City of Natchitoches		Grant Type and Number Capital Fund Program No: LA48P11550102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/30/04			09/30/05			
LA115-7	09/30/04			09/30/05			