

# Housing Authority of the City of Natchitoches, LA Agency Plan

5 Year Plan for Fiscal Years 2000-2004  
Annual Plan for Fiscal Year Beginning April 1, 2000

**PHA Plan  
Agency Identification**

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

**PHA Number:** LA-115

**PHA Fiscal Year Beginning:** April 2000

**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  
416 Shady 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  
416 Shady Lane  
Natchitoches, Louisiana 71457

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

PHA Plan Supporting Documents are available for inspection at:

Housing Authority of the City of Natchitoches, Louisiana  
416 Shady Lane  
Natchitoches, Louisiana 71457

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[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:

**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 2000**

[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 (r)}

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**Annual Plan**

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**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 give 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 PHMAP 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, fist-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 ceiling/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 min. 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.

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 has been provided by the PHDEP 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. FY 2000 Capital Fund Program Annual Statement
- C. FY 2000 PHDEP Plan
- D. Comments of Resident Advisory Board

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	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.

<b>Housing Needs of Families on the Waiting List</b>
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<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
X Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	228		432
Extremely low income <=30% AMI	157	69	
Very low income (>30% but <=50% AMI)	45	20	
Low income (>50% but <80% AMI)	26	11	
Families with children	23	10	
Elderly families	4	2	
Families with Disabilities	2	1	
Race-White	31	14	
Race-Black	197	86	
Characteristics by Bedroom Size (Pub. Housing Only)			
1BR	152	67	196
2 BR	58	25	157
3 BR	16	7	74
4 BR	2	1	5
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.

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

**(2) Reasons for Selecting Strategies**

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

- 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**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. <b>Federal Grants (FY 2000 grants)</b>		

**Financial Resources:  
Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund	Estimated at approx. \$986,370	Administrative expenses to include salaries, legal expense, staff training, travel, accounting, auditing and sundry; total tenant services to include support to resident 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. \$441,535	Management improvements to include resident and youth programs, computer upgrades, and welfare to work programs; administration to include sundry and salaries; fees and costs to include playground equipment, landscaping and fencing; dwelling structures to include doors, storage buildings, electrical upgrades and range hoods; dwelling equipment to include ranges and refrigerators; nondwelling equipment to include truck and lawn tractor/mowers.
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	Estimated at approx. \$1,018,967	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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program	Estimated at approx. \$90,176	Funding to be used for drug prevention/education programs through the Boys and Girls Club; additional law enforcement services through the local police department, who will provide an officer(s) to work full time for the Authority; establishment/operation of a voluntary tenant patrol program; and security fencing/lighting in public housing neighborhoods.
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Dev. Block Grant		
i) HOME		
	Estimated @	
<b>TOTAL RESOURCES</b>	<b>\$2,537,048</b>	

**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. Substandard housing. (Former Federal preference)
- 2. Working families and those unable to work because of age or disability.

Preferences by priority are as follows:

1. Substandard Housing.
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

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

2. The following admission preferences are to be employed by the H.A.C.N. in the coming year:

- a. Substandard housing. (Former Federal preference)
- b. Those unable to work because of age or disability.

3. Preferences by priority are as follows:

1. Substandard Housing.
2. Those unable to work because of age or disability.
3. Date and Time.

4. Among applicants on the waiting list with equal preference status, applicants are selected by date and time of application.

5. The H.A.C.N. does not plan to employ preferences for “residents who live and/or work in the jurisdiction.”
6. 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. Ceiling rents

The H.A.C.N. has a ceiling rent for all developments. The ceiling rent was arrived by using 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.

e. 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) Flat Rents**

1. 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. The flat rent is 100% of fair market rent for a 2-bedroom unit.

**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 100% of FMR.
- b. The H.A.C.N selected this payment standard because it reflects market or submarket.
- 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.

- c. 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)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. t  
6A.

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

### **Capital Fund Activities**

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

The Capital Fund Program Annual Statement is provided in Section 18 as an attachment to this plan.

## **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.

## **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. 1437aaa) 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 plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982.

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

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.

### **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 meetings with the Chief of Police that these measures are being acted upon.
2. Coordination of activities for crime prevention measures are always discussed and agreed to by both the Executive Director and the Chief of Police.
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 the Drug Elimination Program.

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.

The H.A.C.N. is eligible to participate in the PHDEP in the fiscal year covered by this Plan. The H.A.C.N. has included the PHDEP Plan for fiscal year 2000 in this Plan in Section 18 as an attachment.

#### **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, 1999, was previously submitted to HUD.

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

## **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.

### **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. FY 2000 Capital Fund Program Annual Statement
3. FY 2000 Public Housing Drug Elimination Program Grant Plan
4. Comments of Resident Advisory Board

Housing Authority of the City of Natchitoches, Louisiana

## Deconcentration Policy

The HACN will make every effort to provide for continued deconcentration of poverty and income mixing, by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects when the need arises.

The HACN may offer incentives for eligible families having higher income to occupy dwelling units in projects predominately occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes.

Incentives may be made in a manner that allows the eligible family to have the sole discretion in determining whether to accept the incentive and the HACN may not take any adverse action toward the family for not accepting the incentive and occupancy of a project having lower incomes, provided that the skipping of a family to reach another family to implement the policy shall not be considered an adverse action. The HACN will implement this Policy in a manner that does not interfere with the use of site based waiting list authorized under the QHWRA.

The HACN will reserve 40% of its public housing new admissions each fiscal year for families whose incomes do not exceed 30% of the area median income and at least 75% of Section 8 new admissions each fiscal year for families whose incomes do not exceed 30% of the area median income.

## RESIDENT ADVISORY BOARD COMMENTS

1. I am a Social Work Student and a resident of the public housing program. Until last year I was on the Section 8 program. I have worked closely with the Resident Advisory Board to develop the Agency Plan. Once we determined what the goals were, the rest of the plan came together. I have reviewed the final draft of the Plan and am in full agreement with its contents. –Edrick Coleman
  
2. As a Commissioner and resident of the Housing Authority, I have worked very closely with the Resident Advisory Board and the staff in developing this plan. Not only did I offer my input on this plan, I also helped develop policies, such as the pet policy and the car parking policy. I believe the policies and procedures, as well as this plan, are very fair. I only regret that more residents don't take a more active role in serving on such committees. To do so improves the quality of life for all of the residents. –Sylvia Madison
  
3. I am a resident AND employee of the Housing Authority. During my employment with the Housing Authority, I have worked in the public housing, maintenance and Section 8 departments. I believe this Agency Plan very clearly summarizes the procedures and operations of the Housing Authority. –Lisa Carpenter



# PHA Plan Table Library

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

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

Capital Fund Grant Number      FFY of Grant Approval: (03/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$30,517.00
4	1410 Administration	\$40,621.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$27,500.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$25,941.00
10	1460 Dwelling Structures	\$205,604.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$37,500.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$26,500.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	\$12,029.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$406,212.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Table Library

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Management Improvement	1408	\$30,517.00
	Resident & Youth Program		
	Administration & Part Time Clerk	1410	\$40,621.00
	A/E	1430	\$27,500.00
<i>LA115-2</i>	Site Improvements	<i>1450</i>	\$25,941.00
<i>LA115-7</i>	Phase II of Storage for each House	1460	\$205,604.00
<i>LA115-1,2-3,4 &amp; 7</i>	Non-Dwelling Equip.- Truck & Mower	1475	\$26,500.00
<i>LA115-7</i>	Contingency for Bid	1504	\$12,029.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide Fees & Costs	December 31, 2000	December 31, 2002
LA115-7		
River Rd. Village	March 31, 2001	March 31, 2002
LA115-2		
Brahma	March 31, 2001	April 15, 2002



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$90,176.00**  
**B. Eligibility type (Indicate with an “x”)** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R XXX  
**C. FFY in which funding is requested 1999**  
**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Funding will be used for drug prevention/education programs through the Boys and Girls Club. Additionally, law enforcement services will be provided through the local police department. Security fencing and lighting will be installed in public housing neighborhoods.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
LA115-1, -2, -3, -4, & -7	410	1,025

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months** \_\_\_\_\_ **12 Months** \_\_\_\_\_ **18 Months** \_\_\_\_\_ **24 Months** XXX **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$203,240.00	LA48DEP1150195	-0-		
FY 1996	-0-		-0-		
FY 1997	\$123,000.00	LA48DEP1150197	-0-		
FY 1998	\$123,000.00	LA48DEP1150198	\$ 84,588.19		12/20/00
FY 1999	\$ 90,176.00	LA48DEP1150199	\$ 90,176.00		02/15/02

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Drug prevention programs will be offered for Housing Authority residents through the Boys & Girls Club of Natchitoches. A resident police officer will work for and with the Housing Authority to provide background checks on applicants, to remove criminals and trouble makers from all of our neighborhoods and serve as a positive role model to all of our residents. We will install security lighting and fencing in as many of our neighborhoods as funding permits.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 00 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$18,000.00
9120 - Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	\$ 1,500.00
9150 - Physical Improvements	\$27,926.00
9160 - Drug Prevention	\$42,750.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$90,176.00</b>

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$18,000.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Public Housing Patrol Officer			1/01*	06/02*	\$18,000		
2. Patrol car/stripes/ insurance/ maintenance/ radio equip.						\$27,000	

\*ONCE APPROVED, PROGRAM WILL BE COMPLETED WITHIN 24 MONTHS.

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ 1,500.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.ID cards/badges/park tags			1/01*	06/02*	\$200		
2.training for HUD prgms.					\$1,000		
3.training residents workshops					\$300	\$15,300	

\*ONCE APPROVED, PROGRAM WILL BE COMPLETED WITHIN 24 MONTHS.

<b>9150 – Physical Improvements</b>					<b>Total PHDEP Funding: \$27,926.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Fencing/lighting for public housing sites			1/01*	06/02*	\$27,926	\$29,440	
2.							
3.							

\*ONCE APPROVED, PROGRAM WILL BE COMPLETED WITHIN 24 MONTHS.

9160 – Drug Prevention					Total PHDEP Funding: \$42,750.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Educational & economic opportunities for residents through programs offered by the Boys & Girls Prgm.	1,025	All residents of Projects LA115-1, -2, -3, -4 & -7	01/01*	06/02*	\$42,750	\$129390	

\*ONCE APPROVED, PROGRAM WILL BE COMPLETE WITHIN 24 MONTHS.

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	All	\$12,000	All	\$18,000
9120				
9130				
9140	All	\$ 1,000	All	\$ 1,500
9150	All	\$27,926	All	\$27,926
9160	All	\$28,500	All	\$42,750
9170				
9180				
9190				
<b>TOTAL</b>		\$69,426		\$90,176

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”