

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

5 Year Plan for Fiscal Years 2005-2009  
Annual Plan for Fiscal Year Beginning April 1, 2006

**PHA Plan  
Agency Identification**

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

**PHA Number:** LA-115

**PHA Fiscal Year Beginning:** April 1, 2006

**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  
500 Poydras 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  
536 Culbertson Lane  
Natchitoches, Louisiana 71457

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2006-2010**  
[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
- \*Offer self-improvement classes, promoting self sufficiency.

**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.

**i. Annual Plan Type:**

Standard Plan:

**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 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 FASS 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 are in the process of implementing a homeownership program through the Section 8 department.

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 is 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 2006 Capital Fund Program Annual Statement

<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	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	with the Consolidated Plan	
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
	Most recent, approved 5 Year Action Plan for the	Annual Plan: Capital Needs
X	Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
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	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	application (PHDEP Plan)	
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>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
X Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	112		
Extremely low income <=30% AMI	86	77%	
Very low income (>30% but <=50% AMI)	19	17%	
Low income (>50% but <80% AMI)	7	6%	
Families with children	28	25%	
Elderly families	8	7%	
Families with Disabilities	3	3%	
Race-White	10	9%	
Race-Black	102	91%	
Hispanic	0		
Characteristics by Bedroom Size (Pub. Housing Only)			
1BR	87	78%	
2 BR	8	7%	
3 BR	12	11%	
4 BR	5	4%	
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 Modify public housing based on the Sect. 504 Needs Assessment for Public Housing
- X Give local preference to families with disabilities.

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

- X Give preference to families who are victims of domestic violence.
- X Give preference to families whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal Disaster Relief laws.

**(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. Federal Grants (FY 2006 grants)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
a) Public Housing Operating Fund/Rental Income	Estimated at approx. \$1,030,790	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. \$651,478	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, canopy behind maint. Warehouse, playground equipment, , lead based paint abatement, fencing/gates, interior painting and hard wired smoke detectors.
c) HOPE VI Revitalization		
d)		
e) HOPE VI Demolition		
f) Annual Contributions for Section 8 Tenant-Based Assistance	Estimated at approx. \$1,410,535	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 @	
<b>TOTAL RESOURCES</b>	<b>\$3,092,803</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. Displaced victims of disasters, under Federal Disaster Relief laws.
  2. Working families and those unable to work because of age or disability.
  3. Families who are victims of domestic violence.

Preferences by priority are as follows:

1. Displaced victims of disasters, under Federal Disaster Relief laws.

2. Families who are victims of domestic violence
3. Working families and those unable to work because of age or disability.
4. 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.'s 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 Specialist (who supervises the Administrative Services Coordinator, 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**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
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 working on implementing a small-scale homeownership program; the Section 8 administrative plan has been updated to include all activities/requirements of the homeownership program.

## **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.

<b>Services and Programs</b>				
Program	Estimated Size	Allocation Method	Access	Eligibility
Family Self – Sufficiency	13 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	13	13

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.AC.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 Department of Housing & Urban Development (HUD), at its designated 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, 2005, 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. 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 Advisory Board Members**

The following persons are Resident Advisory Board Members:

Lavelle Patterson (PHA Resident)  
Victoria Helaire (PHA Resident)  
Aufwiedersehen Pierre (PHA Resident)  
Anastasia Wilson (PHA Resident)  
Roberta Dunaho (PHA Resident)  
Monte Demars (PHA Resident)  
Samantha LaCour (Section 8 Recipient)  
Bernadine Baines (Section 8 Recipient)

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 86.0. We continuously strive to improve customer satisfaction. In an effort to increase safety in our subdivisions, we are working with the local Police Department to house police substations in two more of our subdivisions. We have installed new playground equipment in several of our subdivisions. We have replaced/repared sidewalks throughout all of our subdivisions. We are installing new water heaters in 250 apartments. Additionally, we will be renovating a 142-apartment complex. Work to be done will include replacing exterior and interior doors; replacing bathtubs; replacing faucets, lavatories & fixtures; and replacing paneling and trim. We have also hired resident(s) 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, and are in the process of placing two additional substations in two more of our subdivisions – LA115-1 and LA115-3.

#### **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**

Based on RASS scoring for FYE March 31, 2005, no follow up plan is needed or required.

**RESIDENT ADVISORY BOARD COMMENTS**

1. I have had an opportunity to review the five-year budget. The committee and I are pleased that all the information and suggestions submitted to you have been implemented.  
--Anastasia Winston
2. I am pleased to have been invited back to the Resident Advisory Board this year. I believe the agency plan is right on target and well done. Mrs. McKinney's efforts to upgrade and repair the existing playgrounds and the installation of playgrounds in the other areas are to be commended.  
--Roberta Donaho
3. 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