

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

Annual Plan for Fiscal Year Beginning April 1, 2001

---

**PHA Plan**

## **Agency Identification**

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

**PHA Number:** LA-115

**PHA Fiscal Year Beginning:** April 2001

## **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 2001-2005**  
[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.

# PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

### **Streamlined Plan:**

**Standard Performing PHA**

## **ii. Annual Plan Table of Contents**

{24 CFR Part 903.7 9 ®}

### **Table of Contents**

#### **Annual Plan**

	<u>Page #</u>
Executive Summary	6
List of Attachments	7
Section 1, Housing Needs	10
Section 2, Financial Resources	14
Section 3, Policies on Eligibility, Selection & Admissions	16
Section 4, Rent Determination Policies	21
Section 5, Operations and Management Policies	23
Section 6, Grievance Procedures	25
Section 7, Capital Improvement Needs	26
Section 8, Demolition and Disposition	27
Section 9, Designation of Housing	28
Section 10, Conversions of Public Housing	29
Section 11, Homeownership	30
Section 12, Community Service Programs	31
Section 13, Crime and Safety	33
Section 14, Pets	34
Section 15, Civil Rights Certifications	35
Section 16, Audit	36
Section 17, Asset Management	37
Section 18, Other Information	38
Attachments	39

## **ii. 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
- A. Resident Membership of the PHA Governing Board
- A. Implementation of PHA Resident Community Service Requirements
- A. Statement of Progress in Meeting the 5-Year Plan Mission & Goals
- A. Follow Up Plan, as Per RASS
- A. Comments of Resident Advisory Board
- A. FY 2001 Capital Fund Program Annual Statement
- A. 5-Year Action Plan for Capital Fund Program
- A. FY 2001 PHDEP Plan

**List of Supporting Documents Available for Review**

<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
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	Annual Plan: Capital Needs

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	included as an attachment (provided at PHA option)	
X	Implementation of Public Housing Resident Community Service Requirements	Annual Plan: Component 12
X	Community Service Policy	Annual Plan: Component 12
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>			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
X Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	171		152
Extremely low income <=30% AMI	141	82	
Very low income (>30% but <=50% AMI)	28	16	
Low income (>50% but <80% AMI)	2	Less than 1	
Families with children	41	24	
Elderly families	1	Less than 1	
Families with Disabilities	9	Less than 1	
Race-White	28	16	
Race-Black	143	84	
Characteristics by Bedroom Size (Pub. Housing Only)			
1BR	130	76	54
2 BR	29	17	55
3 BR	10	6	37
4 BR	2	1	6
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**

---

**Financial Resources:  
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	Estimated at approx. \$1,041,680	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; advertisements for bids; A/E fees; Modernization coordination; dwelling structures to include ceiling replacement, upgrade ductwork in baths, A/C installation, window replacement, counter top replacement, closet door replacement, and light fixture replacement; maintenance truck and relocation costs during renovations.
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.

**Financial Resources:  
Planned Sources and Uses**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program	Estimated at approx. \$93,981	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>\$2,596,163</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.
1. Working families and those unable to work because of age or disability.
2. 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.
  - 1. Those unable to work because of age or disability.
  - 2. 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)]

**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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
---------------------	---	--------------------------

Public Housing	410	
Section 8 Vouchers	387	
Section 8 Certificates	62	
Special Purpose Section 8 Certificates/Vouchers	-0-	
Public Housing Drug Elimination Program	410	
Section 8 New Construction	0	

## 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)]

### **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.

#### **(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 in Section 18.

## **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 (l)]

### **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 Size	Estimated Method	Allocation	Access	Eligibility
Family Self – Sufficiency	26 units	Random Selection	PHA Main Office	Section 8 Participants

**(2) Family Self Sufficiency Program/s**

a. Participation Description	Program
Required # of Participant	Actual # of Participants
Public Housing	-0-
Section 8	10

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.

### **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, 2000, 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, 2002.

### **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. Implementation of PHA Resident Community Service Requirements
4. Statement of Progress in Meeting the 5-Year Plan Mission & Goals
5. Follow Up Plan, as Per RASS
6. Comments of Resident Advisory Board
7. FY 2000 Capital Fund Program Annual Statement
8. 5-Year Action Plan for Capital Fund Program
9. FY 2000 Public Housing Drug Elimination Program Grant Plan

## **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 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. Ms. Madison's term does not expire until January 27, 2002.

The following persons are Resident Advisory Board Members:

- Lavelle Patterson (PHA Resident)
- Sylvia Madison (PHA Resident)
- Lisa Carpenter (PHA Resident)
- Weda Pierre (PHA Resident)
- Adoree Stuckey (PHA Resident)
- Jason Madison (Section 8 Resident)
- Debra Nicholas (Section 8 Resident)

### **Implementation of PHA Resident Community Service Requirements**

## **Housing Authority of the City of Natchitoches, Louisiana Community Service & Self-Sufficiency Policy**

The Public Housing Reform Act of 1998 requires every adult (nonexempt) resident of public housing to perform 8 hours of community service each month, participate in a self-sufficiency program for at least 8 hours every month, or a combination of each activity for a total of 8 hours each month.

The Housing Authority of the City of Natchitoches, Louisiana (the Authority), has incorporated the Community Service requirement into the dwelling lease. The Authority shall require verification, on an annual basis, from all adult residents of compliance with the service requirement including number of hours accomplished. This verification must be provided at least 30 days prior to renewal of the lease at the time of annual recertification. Failure to provide this information may be grounds for nonrenewal of the lease unless:

- The resident and any other noncompliant resident enter into a written agreement with the Authority to cure such noncompliance by completing the additional hours required over the 12-month term of the new lease, and
- All other family members who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

Persons who are exempt will be required to provide written documentation or sign a release of information form to allow the Authority to obtain information from the welfare agency, to verify their exempt status. An exempt individual is an adult who:

- Is 62 years or older.
- Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or (ii) primary caretaker of such an individual.
- Is engaged in work activities.
- Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- Is a member of a family receiving assistance, benefits or services under a state program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

Prior to full implementation, the Authority shall provide the family a written description of the service requirement, the process for claiming status as an exempt person, the process for determining any changes to the exempt or nonexempt status, and the verification required by the Authority. The written notification shall identify the family members who are subject to the service requirement, and the family members who are exempt persons.

The notification will define community service as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. It will further define economic self sufficiency program as any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families

or to provide work for such families. These programs include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

The Authority has also entered into a Memorandum of Agreement for Economic Self-Sufficiency with the Natchitoches Parish Office of Family Support (OCS). The purpose of the Agreement is to provide information to facilitate administration and other information regarding rents, income, and assistance that may assist the Authority or OCS in carrying out its functions. The Authority and OCS share the common goals of targeting services and resources to families to assist them in achieving economic self sufficiency; coordinating and streamlining the administrative functions to ensure the efficient delivery of services to families; and reducing and discouraging fraud and noncompliance with welfare and housing program requirements.

## **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 Comp and Capital funding and through Drug Prevention funding.

## **GOALS**

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

We have an overall PHAS score of 89.2. We continuously strive to improve customer satisfaction. We are modernizing our public housing units. We have built storage units for the residents of our River Road Village subdivision. We have installed wrought iron fencing around several of our neighborhoods. We are going to install security lighting in our River Road Village subdivision and our Brahma Drive subdivision. Next year we intend on installing central air units in our Brahma Drive apartments. Our public housing occupancy rate has been averaging 98%.

### **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.

### **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 entered into 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 and perform required Community Service.

### **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 now 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 our drug elimination program, we have hired a full time Community Police Officer who patrols the neighborhoods daily. We opened a police substation on one of our sites, and the Community Police Officer works out of this office. We have housed a police officer on each site and have given each of them pagers so that the residents can get in touch with them quickly. 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 are installing 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 off the ground. We now require parking stickers for all residents so that the Officers can keep up with anyone who is a guest or does not belong on our property.

### 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. As a member of the Resident Advisory Board, I have had the pleasure of meeting with various components of the Housing Authority of the City of Natchitoches (HACN). I have gained valuable insight into the HUD policies governing the HACN and how the implementation of those plans affect me as a resident of Section 8. I was able to voice my concerns and those concerns were taken into consideration. I am pleased with the overall agency plans and I look forward to serving on this committee again. –Debra Nicholas
2. As a Resident Council Officer and resident of public housing, I have worked closely with the Resident Advisory Board. I am in total support of the plan. I encourage more residents to get involved and work closely with our Housing Authority.  
--Lavelle Patterson
3. I am a Resident Board Member. As a spokesperson for the residents, I have expressed concern to the Housing Authority that additional parking spaces are needed in several of the neighborhoods. The Housing Authority has been very responsive. They revised the operating budget to include funds for twenty additional parking spaces. It is nice to know that the Housing Authority is responsible for and makes all repairs to the apartments. However, I would like to see repairs to appliances made more swiftly.

I do not like the fact that the rules and regulations that govern Housing Authorities are made by people who have never lived in housing. On a more positive note, I have made some lasting friendships with my neighbors, and if we ban together, we can increase the safety of our neighborhoods. –Sylvia Madison

3. I am assisted through the Section 8 rental assistance program. I have expressed to the Housing Authority the importance of improving customer satisfaction. I strongly support deconcentration. I believe in a more diverse population in the apartment complexes with more families, including older people. I also feel it is important to increase security to avoid break-ins and crime. I also feel that parking problems could be eliminated by having assigned parking spots. Quite often the parking lots are full of “guests” more so than tenants.—Jason Madison

---

## 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: (2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$13,500.00
4	1410 Administration	\$12,391.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$67,413.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$594,120.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$18,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$33,349.00
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$739,273.00</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**

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



**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, 2001	December 31, 2003
LA115-7  River Rd. Village	March 31, 2002	March 31, 2003

## 5-Year Action Plan for Capital Fund Program

Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
	PHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date(HA Fiscal Year)</b>
<b>Resident &amp; Youth Program</b>		<b>\$14,500.00</b>	<b>2002</b>
		<b>\$14,500.00</b>	<b>2003</b>
		<b>\$14,500.00</b>	<b>2004</b>
		<b>\$14,500.00</b>	<b>2005</b>
<b>Security</b>		<b>\$ 8,000.00</b>	<b>2005</b>
<b>Inventory Clerk</b>		<b>\$ 6,500.00</b>	<b>2002</b>
		<b>\$ 6,500.00</b>	<b>2003</b>
		<b>\$ 6,500.00</b>	<b>2004</b>
		<b>\$ 6,500.00</b>	<b>2005</b>
<b>Comp Grant Coordinator</b>		<b>\$30,000.00</b>	<b>2002</b>
		<b>\$30,000.00</b>	<b>2003</b>
		<b>\$30,000.00</b>	<b>2004</b>
		<b>\$30,000.00</b>	<b>2005</b>
<b>Computer Upgrade</b>		<b>\$25,000.00</b>	<b>2005</b>
<b>Home Ownership Class</b>		<b>\$ 2,500.00</b>	<b>2002</b>
		<b>\$ 2,500.00</b>	<b>2003</b>
		<b>\$ 2,500.00</b>	<b>2004</b>
		<b>\$ 2,500.00</b>	<b>2005</b>
<b>A &amp; E Fees and Costs/Other</b>		<b>\$27,500.00</b>	<b>2002</b>
		<b>\$27,500.00</b>	<b>2003</b>
		<b>\$27,500.00</b>	<b>2004</b>
		<b>\$27,500.00</b>	<b>2005</b>
<b>Back Hoe</b>		<b>\$13,000.00</b>	<b>2003</b>
<b>Truck – Dump</b>		<b>\$21,000.00</b>	<b>2003</b>
<b>Truck – Replacement</b>		<b>\$18,000.00</b>	<b>2004</b>
<b>Truck – Replacement</b>		<b>\$26,472.00</b>	<b>2002</b>
<b>One mower with trailer</b>		<b>\$18,583.00</b>	<b>2003</b>
<b>Office Upgrade</b>		<b>\$35,000.00</b>	<b>2005</b>
<b>Three Mowers</b>		<b>\$36,000.00</b>	<b>2005</b>
<b>Office Upgrade</b>		<b>\$55,000.00</b>	<b>2003</b>
<b>Security</b>		<b>\$15,000.00</b>	<b>2002</b>
<b>Total estimated cost over next 5 years</b>		<b>\$595,055.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA115-1	East Natchitoches		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Vent Hoods			\$ 13,500.00
Faucets			\$ 8,100.00
A/C Installation			\$218,000.00
Address Lights			\$ 10,800.00
Shingles			\$200,000.00
Vinyl Siding Trim			\$ 84,000.00
LBP Abatement Exterior (Freezeboard)			\$100,000.00
Insulate Attic/Walls			\$ 10,800.00
Ranges			\$ 54,000.00
Exterior Doors			\$130,000.00
Install Canopy Behind Warehouse			\$ 40,000.00
<b>Total estimated cost over next 5 years</b>			<b>\$869,200.00</b>

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA115-2	Brahma/Blanchard		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Front Doors		\$115,500.00	2002
Insulation		\$142,000.00	2002
Sidewalk Repair		\$ 20,012.00	200_
Vent Hoods		\$ 17,550.00	200_
Security Fencing		\$ 66,590.00	200_
Paint Ceilings		\$142,000.00	200_
Hall Light Fixtures		\$ 7,500.00	200_
Dryer Vents/Plugs and Stainless Covers		\$ 16,400.00	200_
Ranges		\$ 42,700.00	200_
Interior Doors		\$ 48,000.00	2002
Install A/C and Heat Duct Work		\$298,000.00	2002
Address Lights		\$ 36,500.00	200_
Replace Faucets in Bathroom/Kitchen		\$ 71,000.00	200_
LBP – Shutters		\$ 50,500.00	200_
Trim Trees		\$ 20,000.00	200_
Security Lighting (20 Units)		\$ 50,000.00	200_
Replace Paneling and Trim		\$710,000.00	200_
Electrical Upgrade		\$142,000.00	200_
Relocation Expense		\$100,000.00	200_
<b>Total estimated cost over next 5 years</b>			

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
LA115-3	Conville			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Vent Hoods			\$ 5,500.00	2004
Security Lights			\$12,000.00	2004
Interior Paint			\$50,000.00	2004
Peep Holes			\$ 2,400.00	2004
Extra Parking			\$40,000.00	2004
Landscaping			\$13,529.00	2004
Replace Bathtub			\$40,000.00	2004
Security Screens			\$77,000.00	2004
Drip Edge (Westside)			\$ 2,500.00	2004
<b>Total estimated cost over next 5 years</b>			<b>\$242,929.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
LA115-4	J.C. DeBlieux		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date</b>
Security Fencing around A/C		\$28,000.00	2004
Repair Sidewalk Area		\$10,000.00	2004
Sidewalk Installed		\$25,000.00	2004
Landscape		\$45,000.00	2004
Security Lighting		\$25,000.00	2004
Replace Bathtubs		\$38,000.00	2004
Replace Particle Board Shelves in Storage Room		\$ 4,500.00	2004
Addition to Maintenance Building (Resident Community Center)		\$32,000.00	2002
<b>Total estimated cost over next 5 years</b>		<b>\$207,500.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA115-7	River Road Village		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date
Replace & Repair Vinyl Siding	\$ 96,000.00	2003
Repair Vinyl	\$ 82,612.00	2003
Tree Trim	\$ 25,000.00	2003
Address Lights	\$ 10,000.00	2003
Storage Buildings (46 Units)	\$ 210,000.00	2003
Replace Ranges and Refrigerators (80 Units)	\$ 55,000.00	2003
Replace Copper Clad Aluminum (80 Units)	\$ 120,000.00	2003
Construct Threshold Under Screen Door (80 Units)	\$ 4,000.00	2003
Add Additional Parking (40 Units)	\$ 20,000.00	2003
Repair Maintenance Building	\$ 8,000.00	2003
Playground Equipment	\$ 6,500.00	2003
Install New Mail Boxes	\$ 4,800.00	2003
Sidewalks Repaired/Drain Installed as Needed	\$ 76,129.00	2003
<b>Total estimated cost over next 5 years</b>	<b>\$718,041.00</b>	

# 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 \$96,981.00**

**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 1996	-0-		-0-		
FY 1997	\$123,000.00	LA48DEP1150197	-0-		
FY 1998	\$123,000.00	LA48DEP1150198	-0-		
FY 1999	\$ 90,176.00	LA48DEP1150199	\$ 67,100.54		12/20/00
FY 2000	\$ 93,981.00	LA48DEP1150100	\$ 93,981.00		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 01 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	\$31,731.00
9160 - Drug Prevention	\$42,750.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$93,981.00</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			11/01*	11/03*	\$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 cameras/film/ pagers			11/01*	11/03*	\$ 700		
2.training for HUD prgms.					\$ 500		
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: \$31,731.00</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			11/01*	11/03*	\$31,731	\$27,926	
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	PHEDEP 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	11/01*	11/03*	\$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	\$31,731	All	\$31,731
9160	All	\$28,500	All	\$42,750
9170				
9180				
9190				
<b>TOTAL</b>		\$73,231		\$93,981

### 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.”