

# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Housing Authority of the City of Grand Forks, North Dakota

**PHANumber:** ND012

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2002

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
  - Web Site of Local Government ( [www.grandforksgov.com](http://www.grandforksgov.com) )
  - HUD Website

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
 [24 CFR Part 903.5]

**A.Mission**

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA 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.
- The PHA's mission is: (state mission here)  
 To improve the quality of life for Grand Forks residents through the development and implementation of projects and programs which address the physical, social and economic needs of the community and which make Grand Forks a safe, decent and desirable place to live.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target statistics: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
  - Retain score of 90+
- Increase customer satisfaction:
  - Customer Satisfaction Forms Analysis
- Concentrate on efforts to improve specific management functions:
  - (list; e.g., public housing finance; voucher unit inspections)
  - Retain full utilization of all vouchers available
  - Shorten Waiting List to minimum
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
  - When necessary and available
- Other: (list below)
  - Continue to shorten time from application to assistance.

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach effort to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)
      - Continue to work with RAB to develop new services to be provided

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

PHA 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 assistancer recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA 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:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

To adequately staff the Housing Authority so as to provide the most efficient and client responsive organization reasonably possible with the resources available.

To continue to provide affordable housing for our clients, either through our own activities or activities in partnership with other agencies, public or private.

**AnnualPHAPlan**  
**PHAFiscalYear2000**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

**Notarequiredcomponent.**

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocumentsavailableforpublicinspection .

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Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment’sname(A,B, etc.)inthespacetoth eleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**files submissionfromthePHAPlansfile,providethefilenameinparenthesesinthespaceto therightofthetitle.

**Required Attachments:**

- AdmissionsPolicyforDeconcentration
- FY2000CapitalFundProgramAnnualStatement
- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY )

**Optional Attachments:**

- PHAManagementOrganizationalChart
- FY2000CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResident AdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext) **IncludedinPlantext.**
- Other(Listbelow,providingeachattachmentname)

**Supporting Documents Available for Review**

Indicatewhichdocumentsareavailableforp ublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
XX	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
XX Reviewin Process	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedimentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashioninview oftheresourcesavailable,andworkedorisworkingwith localjurisdictionstoimplementanyofthejurisdictions’	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	initiatives to affirmatively further fair housing that require the PHA's involvement.	
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	year	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization plans or any other approved proposal for the development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
XX	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XX	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(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 Need 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	2,416	5	2	4	NA	2	NA
Income > 30% but ≤ 50% of AMI	2,281	5	2	4	NA	2	NA
Income > 50% but < 80% of AMI	3,254	5	2	3	NA	1	NA
Elderly	1,693	5	2	3	NA	1	NA
Families with Disabilities	1,982	5	2	3	4	2	NA
Race/Ethnicity, White	12,834	4	2	3	NA	NA	NA
Race/Ethnicity, Black	236	4	2	3	NA	NA	NA
Race/Ethnicity, Hispanic	169	4	2	3	NA	NA	NA
Race/Ethnicity, American Indian	311	4	2	3	NA	NA	NA
Race/Ethnicity, Asian	135	4	2	3	NA	NA	NA
Race/Ethnicity, Other	31	4	2	3	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset: 2002 Projection Data
- American Housing Survey data  
Indicate year:
- Other housing market study:  
Indicate year: 1998

- Othersources:(listandindicateyearofinformation)  
 UnitedWayNeedsAssessment1993and1998  
 2000CensusData

**B. HousingNeedsofFamiliesonthePublicHousingandSection8  
 Tenant-BasedAssistanceWaitingLists**

StatethehousingneedsofthefamiliesonthePHA'swaitinglist/s. **Completeonetableforeachtypeof  
 PHA-widewaitinglistadministeredbythePHA.** PHA may provide separate tables for site-based or  
 sub-jurisdictional public housing waiting lists at their option.

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant-basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite-Basedorsub-jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	324		275
Extremelylow income<=30%AMI	227	70%	
Verylowincome (>30%but<=50% AMI)	71	22%	
Lowincome (>50%but<80% AMI)	26	8%	
Familieswith children	180	56%	
Elderlyfamilies	9	3%	
Familieswith Disabilities	24	7%	
Race/ethnicity, Whitenon-hispanic	322	99%	
Race/ethnicity, AmericanIndian	2	1%	
Characteristicsby BedroomSize			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### 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:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)  
Retain affordable housing by acquiring existing assisted units that otherwise would go to market.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships: Exceeding 50%
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)  
Develop, with non -profit providers, additional services for the elderly.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

**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:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	NA	
b) Public Housing Capital Fund	NA	
c) HOPEVI Revitalization	NA	
d) HOPEVI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,468,823	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	52,446	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
PHA Operating Income	30,000	Youth Services
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	4,551,269	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

#### **B. Section 8**

Exemptions: PHA that do not administer section 8 are not required to complete subcomponent 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. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug -related activity only to the extent required by law or regulation



- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?  
Occasionally Unavailable

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

Inability to locate unit due to extenuating circumstance.

#### **(4) Admissions Preferences**

##### a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to this section 8 program of families at or below 30% of median area income? Currently at 79%.

##### b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

##### Other preferences (select all that apply)

- Working families and those unable to work because of a physical disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broader range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**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. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

## **6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub -component 6A.

## **7. Capital Improvement Needs**

[24CFRPart903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

## **8. Demolition and Disposition**

[24CFRPart903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFRPart903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFRPart903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

## **11. Homeownership Programs Administered by the PHA**

[24CFRPart903.79(k)]

### **A. Public Housing**

Exemptions from Component 11 A: Section 8 only PHAs are not required to complete 11 A.

### **B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete as a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

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

[24CFRPart903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

### **13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub -component D. PHAs eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

### **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

### **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24CFR Part 903.79(p)]

1.  Yes  No Is the PHA 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))? (If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

### **17. PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

### **18. Other Information**

[24CFR Part 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

Provided below:

- a. The PHA should develop and provide a brochure available to tenants indicating service providers and types of service available in the community
- b. The PHA should consider developing housing alternatives for adolescents at risk
- c. The PHA should encourage the development of elderly housing units that provide services for the tenants to include a more active social life
- d. A concern was raised that handicapped parking issues needed to be addressed
- e. The PHA should do concerted outreach throughout Grand Forks County
- f. The RAB suggested that the base charge for telephone services should be considered when computing the utility allowance
- g. One RAB member suggested that properties needing rehab in order to meet HQS should be better monitored by the HA Inspector prior to payment to the contractor performing the Rehab

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

- a. The PHA should develop and provide a brochure available to tenants indicating service providers and types of service available in the community. **Response:** It was discovered and the RAB was advised that the United Way Agency of Grand Forks prepare such a booklet and that the HA has obtained a number of these booklets to have available to clients.
- b. The PHA should consider developing housing alternatives for adolescents at risk. **Response:** The HA presently owns such a facility, i.e. The Ruth Meyers Adolescent Treatment Facility with programs carried out by Northeast Human Service Center (State of ND).
- c. The PHA should encourage the development of elderly housing units that provide services for the tenants to include a more active social life.



**Response:** The HA is developing, with a non-profit for which the HA manages Section 202 units, a “community center” that will provide additional social activities for the 112 elderly families of these units.

d. A concern was raised that handicapped parking issues needed to be addressed. **Response:** The HA supports the development of handicap parking areas. All properties managed and owned by the HA have the code required number of parking spaces and this number is adequate. As the municipal parking facilities are also managed by the Urban Development Department of the City, staff housed in the same facility as the HA are keenly aware of the parking issues related to handicapped individuals and are easily approached by HA staff regarding any unmet needs.

e. The PHA should do concerted outreach throughout Grand Forks County. **Response:** The HA is considering additional outreach to the rural areas of the county by teaming with the Health Department nurses as they deliver services to these communities. The HA presently provides information to all public facilities of these communities for outreach.

f. The RAB suggested that the base charge for telephone services should be considered when computing the utility allowance. **Response:** A deduction for telephone services is not allowed for utility allowance by program regulations, unless, perhaps it is a medical necessity.

g. One RAB member suggested that properties needing rehab in order to meet HQS should be better monitored by the HA Inspector prior to payment to the contractor performing the Rehab. **Response:** HA inspectors are only required to determine whether or not the unit meets HQS. As these properties are all privately owned it is totally the owners responsibility to see that rehab is completed promptly and adequately.

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

Per 24 CFR Part 964.425(b), The Grand Forks Housing Authority is not required to have a resident on the board, its policies meet the exception requirement. **See Attachment 1 & 2.**

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant assistance) -based
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Grand Forks, Consolidated Plan for 2000 through 2004

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Expansion of affordable housing units by continuing to support development.  
Increasing the number of HCV's available to area residents by continuing to apply for all units that become available.

Increases services to LMI families by the encouragement and support for facilities and increased services for elderly and handicapped citizens.  
Retention of affordable housing units by the acquisition of 198 units in three separate complexes.

Other: (list below)

The PHA operates within the City of Grand Forks' Urban Development Department thereby contributing to and participating in the development of the consolidated plan.

**3.** The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Grand Forks Consolidated Plan has given a high priority to the development and retention of affordable housing for the residents of the City. Studies show that affordable rental and ownership properties for the Low Income families is a concern of not just the GFHA but of other agencies and individuals as well. The relationship between the City and the GFHA provide great opportunities for providing the housing and related services to the LMI families of the community. The Grand Forks Consolidated Plan and this Public Housing Agency Plan are, in fact, produced in the same department of the city. That being the Urban Development Department. This relationship assures that most, if not all, housing resources available to the city are directed to meeting these needs without duplication of effort.

The consolidated plan indicates that the number of Section 8 Vouchers available to area residents should be increased. **The GFHA has increased the number of Vouchers Available and continues to apply at every opportunity.**

The consolidated plan indicates that providing assistance for home ownership is given a high priority: **The GFHA has developed the Section 8 Voucher Home Ownership Program and has supported the development of two proposed developments in the past year.**

The consolidated plan gives the creation and retention of affordable units in Grand Forks be given a high priority. **The GFHA assisted in the development of additional housing alternatives for two special population groups. Also, the GFHA is presently in the process of the acquisition of three multi-family assisted housing projects for the purpose of retention of affordable housing.**

The consolidated plan gives the provision of services to the LMI families of the community a moderate to high priority. **The GFHA continues to expand the services provided through its FSS and residents services programs.**

## **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### Attachment 1 Resident Membership of the PHA's Governing Board

The Grand Forks Housing Authority is eligible for an exception to this requirement per 24 CFR Part 964.425(b).

The Grand Forks Housing Authority currently does not have a resident member sitting on its Board of Commissioners as no member participated as formally indicated an interest in being appointed. RAB members are advised of the opportunity to be selected for Board membership at RAB meetings. The next term expiration that would provide an opportunity to appoint a resident to the board will be August, 2002. Appointments to the Board of Commissioners are made by Michael R. Brown, Mayor of the City of Grand Forks, upon recommendation of the currently sitting Board of Commissioners. Board membership is currently made up of five members. Consideration is being given to request the ND Legislature to change the Board composition from five to six members to provide for a resident member at any time one expresses interest in being a member. This action will require a revision to the ND Century Code.

### Attachment 2 List of Resident Advisory Board Members

Trisha Stellon  
Karen Ballweg  
Agnes Braddock  
Norman Roberts  
Pam Beckstad  
Tami Staven  
Helen Becholog  
Marilyn Kimmel  
Joan Fitzpatrick

### Attachment3

## Section8HomeOwnershipCapacityStatement

*This excerpt is from the GFHA Section 8 Homeownership Plan. The criteria for financing reflects its capacity to admit inister this program.*

**Financing packages must meet the following criteria:**

1. The family must provide a minimum down payment of no less than 3% of the selling price. No less than 1% of the selling price going toward the down payment minimum must come from the family's personal assets, the other 2% may come from other sources. he
2. The financing must comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards. Loan terms must comply with these secondary market's community or affordable lending guidelines.

### Attachment4

## Progress in Meeting the Five Year Plan Mission and Goals

The Grand Forks Housing Authority continues to meet its mission of providing a better place to live for all residents of the community. It has recently adopted a more general Mission Statement. The Housing Authority of the City of Grand Forks, North Dakota's Mission Statement is:

**"To improve the quality of life for Grand Forks' residents through the development and implementation of projects and programs which address the physical, social and economic needs of the community and which make Grand Forks a safe, decent and desirable place to live."**

In obtaining its goals, the following accomplishments have been achieved:

**Goal: Expand the supply of assisted housing.**

In 2002, the GFHA has applied for 24 additional vouchers under the Fair Share allocation. The GFHA is presently pursuing the acquisition of three projects (198 units) of Section 8 assisted 236 properties. This is being pursued to keep the units affordable and available to LMI families. The GFHA supported and application for LIHTC for Gandolf Group, a developer of tax credit properties. Gandolf Group has been successful in obtaining the tax credits and will begin the construction of 48 family units in the NW quadrant of Grand Forks. The GFHA is supporting the development by the Eastern Dakota Housing Alliance of energy efficient duplexes for low to moderate income families. This development is also in the NW quadrant of Grand Forks and is being constructed utilizing HOME, FNMA and other funds.

**Goal: Improve the quality of assisted housing.**

The GFHA received a SEMAP score of 96 for YE 09/31/01. This score provided for GFHA to be considered a HIGH PERFORMING HA. The GFHA is utilizing customer satisfaction forms to monitor our performance in providing superior service to our clients. The analysis of these forms will provide the GFHA with information about areas we can improve our service to our clients. GFHA staff are working diligently to improve processes to shorten the waiting list. The goal is to develop a "just as needed, just as available" waiting list.

**Goal: Increase assisted housing choices.**

Again in 2002, staff of the GFHA has held conferences with the local apartment association and social service organizations to educate owners of the programs available through this agency. We also continue to have mailings to these same organizations encouraging utilization of our programs.

Voucher payment standards have been increased to reflect current Fair Market Rents. We still have some clients experiencing difficulties in obtaining units and we are investigating rent trends to determine if this is becoming a problem for our community.

The GFHA has approved the administration plan for the Housing Choice Voucher Homeownership Program. Mailings are going out to present Housing Choice Voucher holders advising them of the availability of this program. Banks and Fannie Mae have been approached to provide assistance in the development and implementation of this plan. With two more banks expressing a willingness to work with the program, FNMA has been very supportive of this program and provides banks with information as needed.

The GFHA remains in constant contact with the City of Grand Forks in relation to other Home Ownership programs being provided by the City. The board is encouraging the City to pass through these funds (CDBG and HOME) thereby providing the GFHA the opportunity to be the "one stop" affordable housing provider of the community. The GFHA and the City are currently working on a Joint Powers Agreement that may accomplish this endeavor.

**Goal: Provide an improved living environment.**

The GFHA continues to develop its Resident Advisory Board. We were recently under a recruitment effort to increase the number on the board as many of the previous board had dropped membership. We presently are back to nine members.

The GFHA continues to improve the living environment for the clients we service. Our Family Self Sufficiency program extends itself throughout our community, providing the services of many agencies to our clients.

The GFHA continues to encourage the development of Neighborhood Network Centers managed by the GFHA. A new center, Continental NNC, has opened, providing services not only to the residents of the adjacent assisted housing complex but to all of our clients. We will be holding a grand opening for this facility during NNC week in August.

**Goal: Promote self-sufficiency and asset development of assisted households.**

Although our required number of FSS clients has been reduced to seven, the GFHA continues to provide services to forty-seven families at the present time. We, in fact, requested HUD this past year to re-establish our required number to 47. We continue to strive to increase this number. We have a very strong network of service providers. We have also utilized volunteers, students and grant funded positions to increase services provided. Many of our services are provided through our resident service coordinators as well as the Neighborhood Network Centers that the GFHA supports. We continue to support the training of our FSS personnel so they have knowledge of the current trends and tools available for our clients benefit. Our coordinator recently sat on the committee that planned the recent NNC conference in Miami Beach and he also was a panelist/presenter at the conference. This indicates our commitment to FSS.

**Goal: Ensure equal opportunity in housing for all Americans.**

We continue to send staff to Fair Housing conferences and training and continue to support and sponsor local endeavors. We also encourage our landlords to participate in these trainings.

The GFHA continues to provide handouts to all of its clients regarding fair housing. As well, we assist any individual contacting our agency with concerns in finding the answers they

need to their questions. This is usually done through directing them either to the ND Labor Department or to HUD. GFHA staff are presently working on a Tenant Training Program within which we will include information concerning tenant rights as well as landlord rights.



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