

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Fargo Housing and Redevelopment Authority

PHA Number: ND014

PHA Fiscal Year Beginning: 01/01
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)

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
PHA FISCAL YEARS 2001 - 2005

[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)

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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces 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)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - X Provide replacement vouchers:
 - Other: (list below)
- X PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - X Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - X Convert public housing to vouchers:
 - Other: (list below)

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

- X 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:
 - X Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - X Other: (list below) Institute ROSS Grant to provide supportive services to elderly/disabled tenants.

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X 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:
 - X 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)

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	5-9
2. Financial Resources	10-11
3. Policies on Eligibility, Selection and Admissions	12-19
4. Rent Determination Policies	20-24
5. Operations and Management Policies	n/a
6. Grievance Procedures	n/a
7. Capital Improvement Needs	26-27
8. Demolition and Disposition	28
9. Designation of Housing	29
10. Conversion of Public Housing	30-31

11. Homeownership	32-33
12. Community Service Programs	34-40
13. Crime and Safety	41-42
14. Pets (Inactive for January 1 PHAs)	43-50
	<u>Page #</u>
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	52
17. Asset Management	n/a
18. Other Information	54-55

Attachments

56

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.

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	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
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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
X	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in the public housing A & O Policy	Procedures
X	Section 8 informal review and hearing procedures X check here if 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3371	2124					
Income >30% but <=50% of AMI	3113	872					
Income >50% but <80% of AMI	3667	1027					
Elderly	1784	714					
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 1990
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	817		2%
Extremely low income <=30% AMI	665	81%	
Very low income (>30% but <=50% AMI)	152	19%	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	609	75%	
Elderly families	107	13%	
Families with Disabilities	245	30%	
Black	49	6%	
Asian	16	2%	
Native American	57	7%	
Hispanic	16	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	44		
2 BR	79		
3 BR	64		

Housing Needs of Families on the Waiting List			
4 BR	24		
5 BR			
5+ BR			
Is the waiting list closed (select one)? X 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

- 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 Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X 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
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X 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

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

- X 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
- X 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
- X 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
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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 vouchers 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 as 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

- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	255,049	
b) Public Housing Capital Fund	972,138	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,891,097	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	141,201	
g) Resident Opportunity and Self-Sufficiency Grants	99,900	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,145,874	
4. Other income (list below)		
Interest	88,500	PH Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Maint. Charges, Roof Rent, & Laundry	77,300	PH Operations
4. Non-federal sources (list below)		
Total resources	6,671,059	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (15-60 days)
 Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (describe) Credit checks

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

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

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

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
 PHA development site management office
 Other (list below) Community Service Agencies

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

4

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists? All

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

One

Two

Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

X Yes No: Does the PHA 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 what circumstances will transfers take precedence over new admissions? (list below)

- X Emergencies
- X Overhoused
- X Underhoused
- X Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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:

- X 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 below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- X 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 point 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
Substandard housing
Homelessness
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 the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
X 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)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
X The PHA's Admissions and (Continued) Occupancy policy
X PHA briefing seminars or written materials
 Other source (list)

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- At an annual reexamination and lease renewal
 - Any time family composition changes
 - At family request for revision
 - Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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. 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

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

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

d. X 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)

X 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)

- X 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)

- X PHA main administrative office
- X Other (list below) Community Service Agencies

(3) Search Time

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

If yes, state circumstances below:

Large Hard to House Families

In-Patient Hospital stays

Ports

(4) Admissions Preferences

a. Income targeting

Yes X No: Does the PHA 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.X 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

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Disaster only
- X 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 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 (broad range of incomes)
- X 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 point 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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Disaster Only
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- 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 (broad range of incomes)
- X 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)

4. Among applicants on the waiting list with 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 admissions 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 programs to the public?

- Through published notices
- Other (list below)

Community Service Providers

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)

X 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). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

2. Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
X For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 For household heads

- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase

- X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_600 per year_____
- Other (list below)

- g. YesX No: Does the PHA 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, what sources of information did the PHA use to establish comparability? (select all that apply.)
- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper
- X Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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
- X 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)

- X 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)

- X 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
- X \$26-\$50

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

5. Operations and Management

[24 CFR 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)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA 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?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

Attachments nd014c01 FY 2000 CFP Annual Statement

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. X Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA 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? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	Scattered Site Family Housing
1b. Development (project) number:	14-3
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	06/12/00
5. Number of units affected:	45
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 06/12/00 b. Projected end date of activity: 12/31/2005

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)]

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

1. X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by 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? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	

7. Coverage of action (select one)

- Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1.X Yes No: Does the PHA administer any homeownership programs administered by the PHA 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) or has the PHA 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). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	

- | |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

1. Yes X 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 24 CFR 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 a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- X Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 10/01/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- X Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
X Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

X Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Entrepreneurship for Single Parents and Minorities</i>	60	<i>Resident sign up- Public Housing/ Section 8/ community wide</i>	<i>Pioneer Manor</i>	<i>Public Housing/ Section 8</i>
Clothing N Connections	200	Agency Referral	Pioneer Manor	Both
Temporary Work Training Site	6	Agency Referral	Pioneer Manor	Both
Family Self Sufficiency	35	Personal Interest	Pioneer Manor	Section 8
Mentoring Plus	24	Referral	Pioneer Manor	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	34	39

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X Informing residents of new policy on admission and reexamination
 - X Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

COMMUNITY SERVICE REQUIREMENT

As of January 1, 2001, public housing tenants will be expected to complete 8 hours of community service each month with the following exemptions:

1. Adults who are 62 years of age or older
2. Persons with disabilities unable to comply with the community service requirement
3. Persons engaged in work activities
4. Persons participating in Welfare to Work programs
5. Persons receiving assistance from and in compliance with a State program funded under Part A Title IV of the Social Security Act

The FHRA will verify an adult's exemption status annually at annual reviews or if family circumstances change. Verifications accepted for exemptions include, but are not limited to

1. Verification of employment
2. High school, college, tech school, ESL, adult education, or other class registration
3. Training, education, employment, management (TEEM) participation verification
4. Entrepreneurship for Single Parents and Minorities program participation
5. Disability that precludes community service

Possible ways to accrue community service hours include, but are not limited to: Neighborhood watches, safe houses, headstart, churches, daycares, Charism Center, schools, Clearing Bureau, and the United Way. If you have questions whether or not a certain activity would qualify, please call the office.

More information regarding community service will be available at your next annual review. If you are currently doing some volunteer work, keep track of the dates, hours, type of work done, name of agency or individual, and have an authorized person sign and put their phone number on it and send it in to be put in your file or bring it to your next annual review.

Failure to comply with the community service requirement may result in the eviction of the entire family.

COMMUNITY SERVICE VERIFICATION

DATE

TENANT NAME

VOLUNTEER NAME

NAME OF AGENCY/INDIVIDUAL RECEIVING SERVICES

DESCRIPTION OF VOLUNTEER WORK

DATES AND HOURS WORKED

I verify that the individual named above has completed the above listed volunteer services.

AUTHORIZED SIGNATURE/TITLE/PHONE NUMBER

DATE

TENANT SIGNATURE

DATE

PROGRAM MANAGER

COMMUNITY SERVICE EXEMPTION

I am currently exempt from the community service requirement based on the following:

- _____ I am an adult, 62 years of age or older
- _____ a disability exists to the extent that I cannot comply
- _____ I am engaged in a work activity as defined by Section 407(d) of the Social Security Act
- _____ I am participating in a Welfare to Work program
- _____ I am receiving assistance from and in compliance with a State Program funded under Part A Title IV of the Social Security Act
- _____ I am participating in an education course or self-improvement class (substance abuse treatment, credit counseling, etc)

I have provided the following verification:

- _____ Verification of employment
- _____ High school, college, tech school, ESL, adult education, or other class registration
- _____ Training, education, employment, management (TEEM) participation verification
- _____ Verification of disability that precludes community service
- _____ Entrepreneurship for Single Parents and Minorities participation

Signature of tenant

Date

Signature of authorized representative

Date

LEASE ADDENDUM

COMMUNITY SERVICE REQUIREMENT

1. Each non-exempt adult (18 years of age or older) public housing resident must volunteer eight (8) hours of community service each month or participate in a self-sufficiency program for 8 hours each month. Self-sufficiency programs include but are not limited to:
 - a. Proof of participation in an education course
 - b. Self-improvement classes; i.e. substance abuse treatment, credit counseling, Entrepreneurship for Single Parents and Minorities programs, etc.

1. Exempt adults include:
 - a. Adults who are 62 years of age or older
 - b. Persons with disabilities unable to comply with the community service or self-sufficiency requirements.
 - c. Persons engaged in work activities (as defined by Section 407(d) of the Social Security Act).
 - d. Persons participating in Welfare to Work programs.
 - e. Persons receiving assistance from and in compliance with a State program funded under Part A Title IV of the Social Security Act.

1. The FHRA shall verify an adult exemption status annually at rent reexamination or if family circumstances change regarding your potential program involvement. Verifications accepted for exemptions include but are not limited to:
 - a. Verification of employment
 - b. High school, college, tech school, English as a Second Language, adult education, or other class registration
 - c. Training, Education, Employment, Management (TEEM) participation verification
 - d. Entrepreneurship for Single Parents and Minorities program participation
 - e. Disability that precludes community service.

1. The FHRA will identify non-exempt adults at admission and each rent review. Residents will be briefed on what constitutes community service, self-sufficiency, and various approved opportunities in the community. Each participant will be given a community service form to be completed monthly and signed by an appropriate site supervisor. This form will be turned in monthly with rental payment.

2. Compliance will be determined at annual rent review. Non-compliant adults and Head of Household must sign an agreement to make up the hours needed within the next 12 months. Failure to sign or continued non-compliance will result in eviction of the entire family unless the non-compliant adult is no longer a part of the household.

IN WITNESS WHEREOF, the parties have executed this lease addendum agreement the

_____ day of _____, 20_____, at Fargo, North Dakota.

By my/our signature(s) below, I/we state that I/we have read and understand the above lease addendum and agree to abide by the terms and conditions herein, and that failure to follow the lease provisions will be just and proper cause for termination of the lease.

Tenant

Fargo Housing & Redevelopment Authority

By: _____

Tenant

Title: _____

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (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.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

X Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: nd014e01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

ADDENDUM TO LEASE

PET REQUIREMENTS

RESIDENT NAME	TYPE OF PET	
ADDRESS	AGE	
TELEPHONE	WEIGHT	HEIGHT
CITY LICENSE NO.	PET DESCRIPTION	
VET	VACCINATION DATE	

THE FOLLOWING RULES ARE ESTABLISHED TO GOVERN THE KEEPING OF PETS IN AND ON HI-RISE OR LOW-RISE PROPERTIES OWNED AND OPERATED BY THE FHRA.

ALL PETS MUST BE REGISTERED AND APPROVED WITH THE HOUSING AUTHORITY. RESIDENTS MUST RECEIVE A WRITTEN PERMIT TO KEEP ANY ANIMAL ON OR ABOUT THE PREMISES. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME SUBJECT TO THE HOUSING AUTHORITY GRIEVANCE PROCEDURE IF THE ANIMAL BECOMES DESTRUCTIVE OR A NUISANCE TO OTHERS, OR IF THE RESIDENT/OWNER FAILS TO COMPLY WITH THE FOLLOWING:

1. A MAXIMUM NUMBER OF ONE PET, ONE BIRDCAGE OR ONE AQUARIUM IS ALLOWED.
2. PERMITTED PETS ARE DOMESTICATED CATS, DOGS, BIRDS, AND FISH AQUARIUMS.
3. DOGS AND CATS MUST WEIGH NO MORE THAN TWENTY (20) POUNDS. THE MANAGEMENT WILL HAVE THE RIGHT TO CHECK WEIGHT OF ALL PETS WHEN INTRODUCED INTO THE UNIT AND DURING THEIR STAY. AQUARIUMS MAY BE NO LARGER THAN 40 GALLONS AND MUST BE SEALED AGAINST ALL LEAKAGE.
4. DOGS AND CATS ARE TO BE LICENSED YEARLY WITH THE PROPER AUTHORITIES, AND RESIDENTS MUST SHOW PROOF YEARLY OF DISTEMPER AND RABIES BOOSTERS.
5. ALL DOGS AND CATS ARE TO BE SPAYED/NEUTERED. IF SUCH ANIMALS ARE NOT SPAYED/NEUTERED AND HAVE OFFSPRING, THE RESIDENT IS IN VIOLATION OF THIS RULE. CATS MUST HAVE FRONT CLAWS REMOVED.
6. ALL PET OWNERS SHALL PURCHASE AND SHOW PROOF OF A LIABILITY INSURANCE POLICY OF \$100,000 PRIOR TO INTRODUCING A DOG OR CAT TO THE PROJECT PROPERTY.
7. NO PET MAY BE KEPT IN VIOLATION OF HUMANE OR HEALTH LAWS.
8. DOGS AND CATS SHALL REMAIN INSIDE A RESIDENT'S UNIT UNLESS THEY ARE CARRIED OR ON A LEASH NO LONGER THAN SIX FEET. PETS SHALL USE THE COMMON AREAS ONLY WHEN ENTERING OR EXITING. BIRDS MUST BE CONFINED TO A CAGE AT ALL TIMES.

9. CATS ARE TO USE LITTER BOXES KEPT IN RESIDENT'S PREMISES. RESIDENT IS NOT ALLOWED TO LET WASTE ACCUMULATE. LITTER BOXES MAY NOT BE DISPOSED OF THROUGH THE GARBAGE CHUTES.
10. RESIDENTS ARE RESPONSIBLE FOR PROMPTLY CLEANING UP PET DROPPINGS, IF ANY, OUTSIDE OF THE UNIT, AND PROPERLY DISPOSING OF SAID DROPPINGS.
11. RESIDENT SHALL TAKE ADEQUATE PRECAUTIONS TO ELIMINATE ANY PET ODORS WITHIN OR AROUND UNIT AND MAINTAIN UNIT IN A SANITARY CONDITION AT ALL TIMES.
12. RESIDENT SHALL NOT PERMIT ANY DISTURBANCE BY THEIR PET WHICH WOULD INTERFERE WITH THE PEACEFUL ENJOYMENT OF ACCOMMODATIONS BY OTHER RESIDENTS, WHETHER BY LOUDNESS, BITING, SCRATCHING, CHIRPING OR OTHER SUCH ACTIVITIES.
13. PERIODIC INSPECTIONS WILL BE DONE ON AN AS NEEDED BASIS.
14. IF PETS ARE LEFT UNATTENDED FOR TWENTY-FOUR HOURS (24) OR MORE, THE HOUSING AUTHORITY MAY ENTER TO REMOVE THE PET AND TRANSFER IT TO THE PROPER AUTHORITIES. THE HOUSING AUTHORITY ACCEPTS NO RESPONSIBILITY FOR THE PET UNDER SUCH CIRCUMSTANCES.
15. RESIDENTS SHALL NOT ALTER THEIR UNIT, PATIO OR UNIT AREA TO CREATE AN ENCLOSURE FOR AN ANIMAL.
16. RESIDENT IS RESPONSIBLE FOR ALL DAMAGES CAUSED BY THEIR PET.
17. RESIDENTS ARE PROHIBITED FROM FEEDING STRAY ANIMALS. THE FEEDING OF STRAY ANIMALS SHALL CONSTITUTE HAVING A PET WITHOUT PERMISSION OF THE HOUSING AUTHORITY.
18. RESIDENT SHALL PAY A DAMAGE DEPOSIT FOR THEIR PET AS FOLLOWS: \$150.00 FOR A CAT OR DOG; FISH OR BIRDS, \$50.00. THIS DEPOSIT SHALL BE PAID IN ADVANCE PRIOR TO THE PET RESIDING IN THE UNIT. THIS DEPOSIT IS REFUNDABLE IF NO DAMAGE IS DONE, AS VERIFIED BY THE HOUSING AUTHORITY, AFTER RESIDENT DISPOSES OF THE PET, OR MOVES.
19. RESIDENTS WHO VIOLATE THESE RULES ARE SUBJECT TO:
 - a) BEING REQUIRED TO GET RID OF THE PET WITHIN 30 DAYS OF NOTICE BY THE HOUSING AUTHORITY; AND/OR,
 - b) EVICTION

IN CASE OF EMERGENCY OR ILLNESS, THE FOLLOWING PERSON WILL REMOVE MY PET FROM MY APARTMENT AND BE RESPONSIBLE FOR ITS CARE:

NAME AND RELATIONSHIP: _____

RESPONSIBLE PERSONS SIGNATURE _____

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS REGARDING PETS AND AGREE TO CONFORM TO SAME.

RESIDENT'S SIGNATURE DATE

WITNESS SIGNATURE DATE

ADDENDUM TO LEASE

PET REQUIREMENTS

RESIDENT NAME	TYPE OF PET	
ADDRESS	AGE	
TELEPHONE	WEIGHT	HEIGHT
CITY LICENSE NO.	PET DESCRIPTION	
VET	VACCINATION DATE	

THE FOLLOWING RULES ARE ESTABLISHED TO GOVERN THE KEEPING OF PETS IN AND ON SCATTERED SITE PROPERTIES OWNED AND OPERATED BY THE FHRA.

ALL PETS MUST BE REGISTERED AND APPROVED WITH THE HOUSING AUTHORITY. RESIDENTS MUST RECEIVE A WRITTEN PERMIT TO KEEP ANY ANIMAL ON OR ABOUT THE PREMISES. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME SUBJECT TO THE HOUSING AUTHORITY GRIEVANCE PROCEDURE IF THE ANIMAL BECOMES DESTRUCTIVE OR A NUISANCE TO OTHERS, OR IF THE RESIDENT/OWNER FAILS TO COMPLY WITH THE FOLLOWING:

1. A MAXIMUM NUMBER OF ONE PET, ONE BIRDCAGE OR ONE AQUARIUM IS ALLOWED.
REGISTERED SERVICE OR GUIDE DOGS ARE ALLOWED.
2. PERMITTED PETS ARE DOMESTICATED CATS, BIRDS, AND FISH AQUARIUMS.
3. AQUARIUMS MAY BE NO LARGER THAN 40 GALLONS AND MUST BE SEALED AGAINST ALL LEAKAGE.
4. CATS ARE TO BE LICENSED YEARLY WITH THE PROPER AUTHORITIES, AND RESIDENTS MUST SHOW PROOF YEARLY OF DISTEMPER AND RABIES BOOSTERS.
5. ALL CATS ARE TO BE SPAYED/NEUTERED. IF SUCH ANIMALS ARE NOT SPAYED/NEUTERED AND HAVE OFFSPRING, THE RESIDENT IS IN VIOLATION OF THIS RULE. CATS MUST HAVE FRONT CLAWS REMOVED.
6. NO PET MAY BE KEPT IN VIOLATION OF HUMANE OR HEALTH LAWS.
7. CATS SHALL REMAIN INSIDE A RESIDENT'S UNIT UNLESS THEY ARE CARRIED OR ON A LEASH NO LONGER THAN SIX FEET. BIRDS MUST BE CONFINED TO A CAGE AT ALL TIMES.
8. CATS ARE TO USE LITTER BOXES KEPT IN RESIDENT'S PREMISES. RESIDENT IS NOT ALLOWED TO LET WASTE ACCUMULATE.
9. RESIDENTS ARE RESPONSIBLE FOR PROMPTLY CLEANING UP PET DROPPINGS, IF ANY, OUTSIDE OF THE UNIT, AND PROPERLY DISPOSING OF SAID DROPPINGS.
10. RESIDENT SHALL TAKE ADEQUATE PRECAUTIONS TO ELIMINATE ANY PET ODORS WITHIN OR AROUND UNIT AND MAINTAIN UNIT IN A SANITARY CONDITION AT ALL TIMES.
11. RESIDENT SHALL NOT PERMIT ANY DISTURBANCE BY THEIR PET WHICH WOULD INTERFERE WITH THE PEACEFUL ENJOYMENT OF ACCOMMODATIONS BY OTHER RESIDENTS, WHETHER BY LOUDNESS, BITING, SCRATCHING, CHIRPING OR OTHER SUCH ACTIVITIES.

12. PERIODIC INSPECTIONS WILL BE DONE ON AN AS NEEDED BASIS.
13. IF PETS ARE LEFT UNATTENDED FOR TWENTY-FOUR HOURS (24) OR MORE, THE HOUSING AUTHORITY MAY ENTER TO REMOVE THE PET AND TRANSFER IT TO THE PROPER AUTHORITIES. THE HOUSING AUTHORITY ACCEPTS NO RESPONSIBILITY FOR THE PET UNDER SUCH CIRCUMSTANCES.
14. RESIDENTS SHALL NOT ALTER THEIR UNIT, PATIO OR UNIT AREA TO CREATE AN ENCLOSURE FOR AN ANIMAL.
15. RESIDENT IS RESPONSIBLE FOR ALL DAMAGES CAUSED BY THEIR PET.
16. RESIDENTS ARE PROHIBITED FROM FEEDING STRAY ANIMALS. THE FEEDING OF STRAY ANIMALS SHALL CONSTITUTE HAVING A PET WITHOUT PERMISSION OF THE HOUSING AUTHORITY.
17. RESIDENT SHALL PAY A DAMAGE DEPOSIT FOR THEIR PET AS FOLLOWS: \$200.00 FOR A CAT; FISH OR BIRDS, \$50.00. THIS DEPOSIT SHALL BE PAID IN ADVANCE PRIOR TO THE PET RESIDING IN THE UNIT. THIS DEPOSIT IS REFUNDABLE IF NO DAMAGE IS DONE, AS VERIFIED BY THE HOUSING AUTHORITY, AFTER RESIDENT DISPOSES OF THE PET, OR MOVES. DEPOSITS ARE NOT REQUIRED ON ANIMALS THAT ASSIST THE HANDICAPPED.
18. RESIDENTS WHO VIOLATE THESE RULES ARE SUBJECT TO:
 - a) BEING REQUIRED TO GET RID OF THE PET WITHIN 30 DAYS OF NOTICE BY THE HOUSING AUTHORITY; AND/OR,
 - b) EVICTION

IN CASE OF EMERGENCY OR ILLNESS, THE FOLLOWING PERSON WILL REMOVE MY PET FROM MY APARTMENT AND BE RESPONSIBLE FOR ITS CARE:

NAME AND RELATIONSHIP: _____

RESPONSIBLE PERSONS SIGNATURE _____

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS REGARDING PETS AND AGREE TO CONFORM TO SAME.

RESIDENT'S SIGNATURE

DATE

WITNESS SIGNATURE

DATE

ADDENDUM TO LEASE

SERVICE AND COMPANION ANIMAL POLICY

(Auxiliary Aides)

Purpose: The purpose of this policy is to ensure uniformity in application of Service Animal/Companion Animal requirements, and to ensure the welfare of all residents and the sanitation of properties.

All properties under the Fargo Housing & Redevelopment Authority management must allow persons with disabilities the use of a service and/or companion animal. Therefore, the Fargo Housing & Redevelopment pet deposit does not apply.

Service animals are not pets, but are defined under Section 504 as “auxiliary aides”. A service animal is a trained and/or licensed/certified animal utilized by individuals with physical disabilities, and those with vision or hearing impairments. They perform specific functions such as rescue work, pulling a wheelchair, fetching an item, etc.

Companion animals do not have specific disability training but are helpful in coping with the disability, such as providing emotional support. A companion animal is considered a reasonable accommodation.

Companion animals are medically prescribed by a primary physician/psychologist, psychiatrist or qualified medical agency. A written statement for the need of a companion animal must be provided. The terms in this policy apply principally to dogs and cats; the dogs must be house-broken and cats must be litter-box trained. Birds and fish that are traditionally kept in the home are also permitted.

REGISTRATION: All animals must be registered upon admission, and registration must be renewed annually on the anniversary of admission date.

The following documentation must be completed before admission of an animal:

Service animal requirements:

- Application
- Owner will submit a copy of the animal’s license or certification
- Dog tag immunization information
- References on where animal is to be taken in case of an emergency or how his or her animal should be taken care of in an emergency

Companion animal requirements:

- Application
- Written statement from authorized person requesting the reasonable accommodation of companion animal
- Dog tag immunization information

- Identify alternative care provider
- Is your animal free of communicable disease?
- Date animal was spayed, neutered and declawed

DAMAGES: Any damages to the unit, building, grounds, flooring, walls, trim, finish, tiles, carpeting, etc., will be the full responsibility of the animal owner and the animal owner shall agree to pay costs involved in restoring any damage to original new conditions as well as any costs required for cleaning, defleaing, and deodorizing required because of such animal. If, because of any such stains or chemicals to remove same, damage is such that it cannot be removed, animal owner hereby agrees to pay full cost and expense of replacing such materials.

SICK OR INJURED ANIMALS: No sick or injured animal will be accepted for occupancy without consultation and written acknowledgment of a veterinarian as to the condition of the animal's ability to live in an apartment situation. Acceptance, regardless of documentation and consultation, is the prerogative of management. Admitted animals, which suffer illnesses or injury, must be immediately taken for veterinarian care at the animal owner's expense.

INOCULATIONS: Cats must have current inoculations as appropriate to the species, including but not limited to: feline distemper shots. Dogs shall have certificates of appropriate inoculations for heartworm, parvo, and rabies. Such tests, vaccines or shots shall be maintained on an annual basis unless otherwise specified by a veterinarian. Both Service/Companion Animals must be wearing dog tags for immunization information. Every dog shall wear a valid rabies tag and all animals shall wear a tag containing the animal owner's name, address, and phone number.

NEUTERING, DECLAWING: The companion animal owner agrees that animal shall be neutered. If the animal is too young at the time of occupancy, it shall be neutered at the earliest time deemed safe by a veterinarian. Animal owner agrees to have cat declawed within one week after such request has been made by management as a result of evidence of damage to apartment by claws.

WASTE DISPOSAL: Cats are required to be litter-box trained. The animal owner agrees to dispose of cat feces daily by putting it in a bag, closing it securely and placing it in the dumpster. The animal owner agrees that the full contents of the litter box will be disposed of in the same manner and will never be flushed down the toilet, put down the trash chute, or into the garbage disposal.

Proper disposal of dog feces is also required. Dog feces must be picked up immediately when dog eliminates, put in a bag, closing it securely and placing it in the dumpster.

PUBLIC ACCESS: With the exception of specially trained service animals, (example – seeing eye dogs or hearing dogs), companion animals are not allowed in public lobbies, community rooms, TV lounges, laundry rooms, or other public gathering places. Animals may not be tied up outside and left unattended and must be on a leash outside of the building.

UNIT CARE AND INSPECTIONS: The animal owner agrees to maintain the unit in a sanitary and odorless manner. No alterations can be made to the premises. The animal owner agrees that the management has the right to inspect the owner's apartment as frequently as necessary. The animal

owner agrees to restrain the animal when FHRA employees are in the unit for maintenance or inspections.

OWNER ABSENCE: The Service/Companion Animal owner agrees that if, for any reason, the animal is left unattended for more than 12 hours, the owner will provide information on how his or her auxiliary aide should be cared for. The management may call the designated alternative care providers if the Service/Companion Animal owner is unable to do so, and that person will be permitted to enter the apartment and be required to remove the animal from the premises. If the alternative care provider cannot be reached, the animal may be placed in an appropriate boarding facility with all fees and costs borne by the owner. Within five days of such an emergency, the resident, his agent, family, or estate must make arrangements with holder of said animal as to its disposition and shall be responsible for all obligations, financial and otherwise. The animal owner absolves management and /or its agents of any or all liability, financial or otherwise, for actions taken on behalf of the animal owner, or the well being of the animal.

In the event the animal owner can no longer care for the animal due to health deterioration, the animal owner agrees to remove the animal from the premises.

ANIMAL BEHAVIOR AND VIOLATION OF POLICY: The companion animal owner shall not permit the animal to cause any noise, damage, discomfort, nuisance or in any way inconvenience or cause complaints from other residents. After receipt of each verified animal complaint, management will issue a written warning. Three verified complaints constitute violation of this service animal policy, and after private conference, the owner may be required to remove the animal from the premises. The owner must then sign an affidavit stating that the animal is no longer on the premises and will not return in the future. Misrepresentation of this affidavit or refusal to remove the animal will be grounds for eviction of the animal owner. Management exercises the right to act immediately in animal removal in situations deemed an emergency. Service animals are licensed and have extensive training therefore are excluded from this action.

CARE OF THE ANIMAL: The animal owner agrees to humanely care for the animal by providing it with sufficient food and water and veterinary treatment when needed. Resident agrees that abuse of the animal will result in contact by management with the Humane Society.

LIABILITY: The animal owner shall be strictly liable for the entire amount of any injury to the person or property of the other residents, staff, or visitors of the Fargo Housing & Redevelopment Authority caused by their animal, and shall indemnify the Fargo Housing & Redevelopment Authority for all costs of litigation and attorney's fees resulting from such damage.

In case of emergency or illness, the following person will remove my Service/Companion Animal from my apartment and be responsible for its care:

Name and relationship _____

Responsible person's signature _____

I have read and understand the above regulations regarding Service/Companion Animals and agree to conform to same.

Resident's Signature

Date

Witness Signature

Date

ADDENDUM TO LEASE

Request for a Reasonable Accommodation

Name: _____

Phone: _____

Address: _____

1. The following member of my household has a disability as defined below:
(A physical or mental impairment that substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such an impairment.)

Name: _____

2. As a result of his/her disability the following change or changes so that (the person listed) can live here as easily or successfully as the other residents. **Check the kind of change(s) you need.**

A change in my apartment or other part of the housing complex.

A change in the following rule, policy or procedure. (Note: You may ask for changes in how you meet the terms of the lease, but everyone must continue to meet the terms of the lease.)

3. I need this reasonable accommodation so that I can:

4. You may verify that I have a disability and my need for this request by contacting:

Name _____

Address _____

Phone _____

I give you permission to contact the above individual for purposes of verifying that I or a family member have/has a disability and needs the reasonable accommodation requested above. I understand that the information you obtain will be kept completely confidential and used solely to determine if you will provide an accommodation.

Signed: _____

Date: _____

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X 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

[24 CFR Part 903.7 9 (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.

1. Yes No: Is the PHA engaging 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 PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

1. X 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)

X Attached at Attachment (File name)

Provided below:

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)

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

1. Yes X 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.)

2. X 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

X 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-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

Rab Approval, then submitted to Mayor for approval

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: (Fargo City, ND)

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)

Other: (list below)

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

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.

nd014b01 Administrative Policy for Deconcentration

nd014c01 FY2001 Capital Fund Program Annual Statement

nd014d01 5-Year Action Plan for Capital Fund

FHRA Public Housing Admission & Continued Occupancy Plan

FHRA Administration Plan -- Section 8 Existing Housing Certificates/Vouchers

nd014e01 2000 PHDEP Plan

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: (MM/YYYY)

Original Annual Statement

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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)

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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

2001 - 2005 AGENCY PLAN

FARGO HOUSING AND REDEVELOPMENT AUTHORITY

Executive Summary and Accomplishments

In 1999 the Fargo Housing and Redevelopment Authority went through a comprehensive strategic planning process which involved the Board of Commissioners, all staff, community leaders, other area housing and social service providers and input from FHRA tenants. The planning process was undertaken in response to new HUD regulations requiring a detailed one-year plan and a more general five-year plan from all public housing authorities in the country. The FHRA viewed the requirement as an opportunity to take stock of current programs, policies and practices and the HRA's role in the community going into the new millenium. The process was stimulating and highly productive, resulting in a significant shift in direction for the HRA and a vision of broader community involvement and expanded services to present and future tenants and clients of the HRA.

The plan envisioned new partnerships in the community, a meaningful expansion of the affordable housing stock and a renewed commitment to moving residents "up and out" through self-sufficiency initiatives, employment preparedness assistance and homeownership opportunities.

To provide a framework for follow through, the plan laid out a dozen goals which included some specific performance benchmarks as well as general direction for policy decisions. Those goals are revisited here to assess progress and provide the groundwork for this year's annual plan.

GOAL 1. Ensure the long-term viability of the Authority. Strategies to pursue here include diversifying operations so that the HRA is not solely dependent on HUD's public housing and Section 8 programs to serve tenants.

Accomplishments.

1. Establishment of a non-profit entity to do development projects other than those of HUD.
2. Increased rental revenues by negotiating roof rental space for broadcast antennas.
3. Initiated several new development projects in partnership with the City, the Technical Training Center, and the Mental Health Association.
4. Acquired two properties to lease back to the Mental Health Association and private tenants.
5. Initiated a program to acquire, rehab and resell dilapidated single-family homes.
6. Acquired a parcel to be used to begin building up the stock of new affordable housing units using non-HUD funding.

GOAL 2. Establish a mechanism for achieving diversification by forming a non-profit corporation.

Accomplishments.

1. Beyond Shelter, Inc., a non-profit corporation, was chartered in the State of North Dakota and was subsequently registered as a foreign corporation in the State of Minnesota to allow participation in interjurisdictional projects.

GOAL 3. Conduct a market study.

Accomplishments.

1. The HRA commissioned the firm of Community Partners Research, Inc. to conduct a thorough assessment and review of the housing market in Fargo. In April the product of that study was delivered and includes an assessment of current conditions, trend analysis and recommendations for the future of housing in the community.

GOAL 4. Reorganize and realign the staff, this to position the Authority to most efficiently meet its newly defined role of expanding into diverse programs and developments.

Accomplishments.

1. The position of Assistant Executive Director was redefined to assume a greater level of responsibility in the day-to-day operations of the Authority with the objective of freeing up more of the Executive Director's time to devote to new program and project development. The newly defined position is that of Deputy Director.
2. The new position of Capital Improvements Coordinator was created to focus all of the Authority's capital improvement and contracting activities to one position to increase efficiency, capacity and accountability in that area.

GOAL 5. Develop new housing agency plan.

Accomplishments.

1. A comprehensive planning process culminated in the development of a one and five-year plan for the Authority which includes business development strategies, budgeting, capital improvement and programmatic goals.

GOAL 6. Achieve and maintain high performer status.

Accomplishments.

1. The FHRA continues to be recognized by HUD as a High Performer. The High Performer status is a specifically defined performance standard measured by a set of HUD criteria for the management and operations of public housing.

GOAL 7. Expand resident services and opportunities.

Accomplishments.

1. A Technical Assistance grant was applied for and received which allowed the hiring of a consultant to assist in the design of both the Drug Elimination and Crime Prevention programs and the Resident Opportunities and Self Sufficiency program.
2. A Resident Opportunities and Self Sufficiency program was designed and a program funding grant submitted to HUD and consequently awarded (\$99,900) which will be used to train public housing residents to be home care providers and then hire them to provide those services to residents of Lashkowitz High Rise.

3. A Drug Elimination and Crime Prevention grant was applied for and received. This program provides enhanced security measures throughout the HRA's housing developments and several opportunities for resident youth and adults to participate in sports, education and cultural activities which increase community involvement, self-esteem and independence.
4. The Family Self Sufficiency program was expanded to include Clothing and Connections, Mentoring Plus, a work training site, and Entrepreneurship for Single Parents and Minorities programs. These programs served 334 individuals through the year. Ten ESPM training students went on to create their own businesses.

GOAL 8. Establish a Homeownership program. This set a goal of selling at least 30 housing units to low or moderate income households over a five-year period.

Accomplishments.

1. A homeownership program was designed and submitted to HUD for approval and the FHRA was approved to sell 40 public housing units over a five-year period. The first year's goal was to sell six homes. As of this writing (September) three homes have been sold and four others are scheduled to close soon.
2. Through a program which was not specifically planned for but evolved over the year, the HRA has sold two additional homes which were not in the public housing stock. One was a repossessed vacant house which was rehabbed and resold. The other was part of the new "HART" program which is a partnership with the City of Fargo and the Skills and Technology Training Center and which acquires dilapidated properties, rehabs and resells them.

GOAL 9. Add additional affordable housing units to current inventory; specifically, 125 new units over a five-year period beginning with 25 units in year two.

Accomplishments.

1. A one-acre land parcel has been acquired as a first step towards construction of new

affordable housing units. The project is still in the design stage but will be eight units of affordable rental town homes in a neighborhood fairly close to the city core and conveniently accessible to amenities such as schools, a hospital and clinic, grocery stores, banks, etc. Additional parcels will be acquired as proceeds from home sales become available.

2. Beyond Shelter, Inc. acquired two downtown affordable apartment units as a part of a larger project which will house the Social Club and offices of the Mental Health Association of North Dakota.

GOAL 10. Enhance the image of public housing. This speaks to changing the perception of public housing as seen by the community, staff, residents and local government.

Accomplishments.

1. FHRA participated in "Raise the Roof" Day and coordinated about 35 volunteers to do landscaping and planting of shrubbery at about 20 public housing units which were lacking that. The event was well publicized and covered by the local media and included the Mayor of Fargo, local HUD officials and a contingent of local middle-schoolers.
2. To improve the public housing unit quality and to bring it more in line with the quality of non-public housing units on the rental market, the HRA has begun to install carpet in rental homes heretofore floored with sheet vinyl only, is upgrading out-of-date bathrooms, replacing appliances, and has scheduled the construction of garages at several scattered site units beginning in 2003.
3. A newsletter is being published and sent out on an irregular basis about every six months to inform residents and others of FHRA activities and programs.
4. Through the Public Housing Drug Elimination grant program the FHRA has helped to sponsor such activities as the DARE program and is identified as the sponsor of anti-drug radio spots and paid ads.
5. The Board and staff are encouraged to become actively involved in neighborhood associations, civic groups and committees. Participation includes representation on the boards or membership in the Renaissance Zone Implementation Committee, the Fargo

Theatre Foundation, Street Smart, Fannie Mae, the Mayor's Committee on Human Relations, the Downtown Business Partnership, the City's standing Community Development Committee, the Chamber of Commerce, the F-M Apartment Owners Association, United Way, Christmas in April, and the Mayor's Commission on Employment of Persons with Disabilities.

GOAL 11. Review and update human resources program.

Accomplishments.

1. All job descriptions were reviewed, modified and reformatted for consistency.
2. The Personnel Policies manual was nearly 100 percent rewritten and adopted.
3. The FHRA retained a human resource professional to assist with specific HR issues and to be available as a resource.
4. The compensation package was amended to include the option of a 457 plan for staff.

GOAL 12. Upgrade existing facilities.

Accomplishments.

1. Several major improvement projects were undertaken during the year including
 - a new garage roof on Hew Horizons Manor,
 - design work for new elevators at Lashkowitz High Rise,
 - upgrades of roofing, bathrooms, floor covering and water heaters at scattered site projects,
 - landscaping at several projects,
 - waste pipe runs at New Horizons, and
 - a wireless communication link between the administrative office and two of the high rise buildings.

Changes from the 2000 Plan

This year's Plan update includes a new HUD program (ROSS) and various policy changes which follow.

1. A local preference was adopted which allows those who are displaced by a natural disaster to go to the top of the waiting list for housing assistance. The change was precipitated by local flood events in Fargo, the last of which displaced 50 to 100 households. The HRA was unable to provide the immediate assistance needed in these situations due to not having this preference in place at that time. Should similar events occur in the future, the FHRA will be poised to lend immediate housing assistance to displaced households.
2. The Homeownership program is revised to restrict home sales to the Madison area neighborhood (Project 14-3) only. The revision deletes sales of homes from the cluster development on 25th Street South (Project 14-4). The reason for the change is that it was decided that homeownership of just a few units in this compact development while maintaining the balance as rental units could lead to future conflict over common area use and maintenance. Another reason for the change is that none of the units in the development have garages. If at a future date garages are built, they would need to be row style in a common building due to the configuration of the existing units on the lot. This improvement would be made more complicated and unlikely to happen if the project were mixed ownership.
3. The Housing Needs of Families in the Jurisdiction by Family Type (page 5) has been amended to accommodate currently available data.
4. The table Housing Needs of Families on the Waiting List (page 6) has also been updated to reflect current data.
5. A written cooperative agreement between Cass County Social Services and the FHRA is added, and a similar agreement with the State of North Dakota is forthcoming. The agreements will allow sharing of client information to facilitate more efficiency in client services. This is so the applicant or client will not have to provide essentially the same information to all entities, but only provide it to one, and then, by applicant consent, the collected data can be transferred from one cooperative partner to the other.

6. The Section 8 allowance for mobile home lot rent was increased to 110 percent of the Fair Market Rent (FMR) or 40 percent of the two-bedroom FMR. The change was due to the restricted local market, which disallowed participation by Section 8 tenants due to cost.

The following presents the 2001 policies, budgets, the 2000 annual audit report and information on the demographics of the Fargo Housing and Redevelopment Authority waiting list and constitutes the FHRA's annual and five-year plans for the years 2001 through 2006.

Lynn Fundingsland
Executive Director

E. It is FHRA's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Fargo Housing and Redevelopment Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. At this time we have no concentration of poverty, or lower/higher income projects.

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 ND06P01400 FFY of Grant Approval: (07/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	\$2,000.00
3	1408 Management Improvements	0
4	1410 Administration	\$54,000.00
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	\$20,000.00
8	1440 Site Acquisition	0
9	1450 Site Improvement	\$3,000.00
10	1460 Dwelling Structures	\$834,713.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$16,500.00
12	1470 Nondwelling Structures	\$12,583.00
13	1475 Nondwelling Equipment	\$19,000.00
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	\$10,342.00
20	Amount of Annual Grant (Sum of lines 2-19)	0
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
ND06P1401	Closet Door Replacement	1460	13,000.00
	Counter Top Replacement	1460	10,000.00
	New Heating Pumps	1460	10,000.00
	Rear Hallway Door	1460	3,000.00
	Dumpsters	1460	1,000.00
	Landscape Improvements	1450	1,000.00
	Appliances	1465.1	1,000.00
	Mechanical Upgrades	1460	1,000.00
	Apartment Flooring	1460	2,000.00
ND06P1402	Boiler Replacement/HVAC Upgrade	1460	300,000.00
	Generator Upgrade	1460	65,000.00
	Exterior Lighting Upgrade	1460	25,000.00
	Closet Door Replacement	1460	5,000.00
	Cleaning Equipment	1465.1	5,000.00
	Apartment Flooring	1460	4,000.00
	Mechanical Upgrades	1460	3,000.00
	Appliances	1465.1	2,500.00
	Window Treatment – Community Room	1460	2,500.00
ND06P1403	Roofing	1460	54,460.00
	Flooring	1460	25,000.00
	Furnaces	1460	10,000.00
	GFI Outlet Replacement	1460	5,000.00
	Kitchen and Bath Upgrades	1460	5,000.00
	Basement Repair/Replacement	1460	29,400.00
	Appliances	1465.1	4,000.00
	Landscape Improvements	1450	1,000.00
ND06P1404	Flooring	1460	7,500.00
	Kitchen and Bath Upgrades	1460	2,500.00
	Appliances	1465.1	1,000.00

ND06P1405	Flooring	1460	7,500.00
	Kitchen and Bath Upgrades	1460	2,500.00
	Appliances	1465.1	1,000.00
ND06P1406	Community Room Remodel	1460	10,000.00
	Apt Flooring	1460	3,000.00
	Entry Door Replacement/Enlargement	1460	3,000.00
	Closet Doors	1460	2,500.00
	Inside/Outside Chairs	1460	2,500.00
	Landscape Improvements	1450	1,000.00
	Mechanical Upgrades	1460	1,000.00
	Appliances	1465.1	1,000.00
ND06P1407	Garage/Entry Way	1460	182,713.00
	Siding	1460	15,000.00
	Flooring	1460	10,000.00
	Kitchen and Bath Upgrades	1460	2,500.00
	Shed	1460	1,500.00
	Appliances	1465.1	1,000.00
ND06P1408	Intake Ductwork	1470	12,583.00
	Boiler Repair	1460	5,600.00
	PHA Wide A&E Fees	1430.1	20,000.00
	Admin	1410.1	50,000.00
	Admin Equipment	1475.4	4,000.00
	Admin Travel	1410.10	4,000.00
	Contingency Monies	1502	10,342.00
	Operations	1406	2,000.00
	PHA Wide Vehicle	1475	15,000.00

Table Library

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)
ND06P01401	9-30-02	12-31-03
ND06P01402	9-30-02	12-31-03
ND06P01403	9-30-02	12-31-03
ND06P01404	9-30-02	12-31-03
ND06P01405	9-30-02	12-31-03
ND06P01406	9-30-02	12-31-03
ND06P01407	9-30-02	12-31-03
ND06P01408	9-30-02	12-31-03
PHA WIDE	9-30-02	12-31-03

Table Library

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 \$ 141,201**
- B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R _____**
- C. FFY in which funding is requested 2000**
- 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

The second year funding PHDEP for the Fargo Housing Authority will continue to aggressively combat crime and substance abuse issues through preventative measures including:

1. Security cameras installed on all floors in all buildings
2. Security guard patrol at various hours daily
3. Resident patrols
4. Youth programming aimed at individual interests; sports, performing arts, educational, cultural
5. Youth landscaping summer training program
6. Educational scholarships for all ages for college, vo-tech, summer school, work training
7. Latchkey programs
8. Entrepreneurial training, Clothing and Connections Closet for Career Clothing
9. Computer Lab
10. Increased lighting
11. Media campaign

We appreciate the positive impact this program will have on our residents.

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)
Lashkowitz High Rise	249	263
New Horizons Manor	98	118
Pioneer Manor	46	49

Scattered Site Family	223	753
-----------------------	-----	-----

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** **X** **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY1998					
FY 1999	0		135,483		3/1/01

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.

The basic goal of the PHDEP is to provide additional safety measures and provide healthy alternatives to reduce crime and substance abuse problems in our projects. A secondary goal is to increase our Resident Satisfaction Survey for safety from 57%.

Goals:

- Reduce number of reported crimes in our projects....this will be counted through Safe Housing Program partnering with the Police Dept, ASP Security Patrols.
- Increase safety rating through Resident Satisfaction Survey up to 75%.
- Involve 150 children in the latchkey program partnering with the YMCA, Madison School, Mentoring Program
- Involve 100 youth in sports, cultural, leadership training programs and performing arts, partnering with Trollwood Performing Arts School, Fargo Park District, YMCA, Chamber of Commerce Leadership Program.
- Award 20 scholarships for educational purposes, partnering with the Fargo School District and all local secondary schools.
- Involve four students in the landscape training program for summer employment, partnering with NDSU Horticulture Program.
- Graduate 35 persons from the Entrepreneurship for Single Parents and Minorities Program and start up at least five new businesses.
- Fit and clothe 200 persons with first time career clothing through Clothing and Connections Program. Have volunteers from public housing to work in the shop.

B. PHDEP Budget Summary

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

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	42,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	5,800
9150 - Physical Improvements	8,000
9160 - Drug Prevention	71,200
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	14,201
TOTAL PHDEP FUNDING	141,201

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.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$42,000	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Create a more secure area for tenants and less a attractive area to those associated with gangs and drugs.							
To have a presence on the grounds during the evening hours							
1. Walk/Drive-By Security			3/1/01	2/29/02	42,000		Response by Residents & daily reports from Security Co.
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$ 0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$5,800		
Goal(s)	To give the tenants a structured way to protect their homes.						
Objectives	To have residents involved.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Resident Patrol Coordinator	1153	All projects	3/1/01	2/29/02	4,500		Response of residents.
2. Resident Patrol Equipment	25	All projects	3/1/01	2/29/02	1,000		Yearly Survey
3. Resident Patrol Training	25	All projects	3/1/01	2/29/02	300		

9150 - Physical Improvements					Total PHDEP Funding: \$ 8,000		
Goal(s)	Secure the buildings & light up Family Scattered Sites						
Objectives	Create a more secure area.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Surveillance Equipment			6/1/01	12/31/01	1,000		Security Survey
2. Lighting Equipment			4/1/01	8/1/01	5,000		
3. Lighting Install			4/1/01	8/1/01	2,000		

9160 - Drug Prevention					Total PHDEP Funding: \$71,200		
Goal(s)	Promote Drug Free Housing						
Objectives	Offer clients alternatives to further themselves – Welfare to Work						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. DARE		All Fargo 5 th and 6 th grades	3/1/01	2/29/02	2,000		DARE Graduation
2. Printed Material	1156	All PH clients	3/1/01	2/29/02	2,000		Response of clients
3. Radio Spot		Entire community	3/1/01	2/29/02	700		Public Awareness
4. Newsletter	1156	All PH clients	3/1/01	2/29/02	1,500		Client Awareness
5. Youth Activities	Est. 250	All PH children	3/1/01	2/29/02	15,000		Number who use programs
6. ESPM	35-70	Entire community	3/1/01	2/29/02	5,000		Number of graduates
7. Clothing & Connections	200	Entire community	3/1/01	2/29/02	5,000		Number of people helped

8. Computer Lab	20	All PH clients	3/1/01	2/29/02	3,000		Knowledge of computer
9. Dollars for Scholars	20-40		3/1/01	2/29/02	10,000		Number of people to further education
10. Landscaping Skills	All PH clients		5/1/01	9/30/01	11,000		Children landscaping PH
11. Latch Key	150-250 children		3/1/01	2/29/02	9,000		Attendance
12. Activities Coordinator			3/1/01	2/29/02	7,000		

9170 - Drug Intervention					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$14,201		
Goal(s)							
Objectives							
Administrate the programs.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Administration			3/1/01	2/29/02	12,201		Completion of programs
2. Office Supplies			3/1/01	2/29/02	1,500		
3. Survey Costs			11/1/01	1/31/02	500		

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				
9120	Activity 1	42,000		
9130				
9140	Activity 1, 2, 3	5,800		
9150	Activity 1, 2, 3	8,000		
9160	Activities 1-12	71,200		
9170				
9180				
9190	Activity 1, 2, 3	14,201		
TOTAL		\$141,201		\$

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.”