

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

**PHA Plan
Agency Identification**

PHA Name: McHenry/Pierce County Housing Authority

PHA Number: ND055

PHA Fiscal Year Beginning: 07/2000

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The McHenry/Pierce County Housing Authority objective in the administration of The Section 8 program is to provide affordable, safe, decent, sanitary housing to low-income families residing or wishing to reside in McHenry and Pierce Counties. MPCHA will insure through its administration of the program that participants will be aware of the wide variety of housing types and neighborhoods available to them. All efforts will be made to insure that participants take advantage of the freedom of housing choice and expansion of housing opportunities made possible by the Section 8 program. By consistent and thorough enforcement of minimum housing quality standards, MPCHA will enhance community efforts to improve and maintain the existing housing stock.

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 the PHA's 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: VOUCHER
UNIT INSPECTIONS
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
MPCHA will improve management functions by utilizing Minot Housing Authority as its management agent.

- 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:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Market Section 8 assistance to other housing projects.

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

MPCHA will conduct ongoing analysis to determine the scope of need for additional low income housing opportunities in McHenry and Pierce Counties, North Dakota, and if such a need exists will develop additional housing opportunities by:

- ◆ Administering the Section 8 Rental Assistance program to its fullest potential, maximizing the number of people served, using a minimum of 98% of available budget authority for Section 8 each year.
- ◆ Facilitate a housing needs survey by 12/31/2004.

MPCHA will administer housing programs to provide housing opportunities for those who, through no lack of effort (such as the elderly and persons with disabilities), cannot afford safe housing themselves.

Administration will include:

- ◆ Identifying underserved segments of the population by conducting a housing needs survey.
- ◆ Administering the Section 8 Housing Assistance Program using a minimum of 98% of available budget authority.

MPCHA will place an emphasis on programs that establish permanent solutions to move clients off of assistance by:

- Coordinating efforts with other agencies.

MPCHA will work as a partner and resource with other community groups to develop and meet common goals by:

- ◆ Building rapport with other civic agencies.
- ◆ Taking a leadership role in coordination efforts.
- ◆ Providing resource to the community regarding housing issues by conducting a housing needs survey.
- ◆ Continue to facilitate the informal cooperative agreement with Social Services and other service providers in the area.

MPCHA will maintain a positive public image and promote community awareness by:

- ♦ Educating the public in a politically sensitive manner.

Annual PHA Plan PHA Fiscal Year 2000

[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.

The McHenry Pierce County Housing Authority submits the following 5 Year Strategic Agency Plan and Annual Plan. The Annual Plan does not deviate from the Strategic Plan. The MPCHA operates the Section 8 Rental Assistance Program which is managed by Minot Housing Authority which is contracted as its management agent. MPCHA participates in numerous other activities in conjunction with the community as a whole in an effort to maximize limited resources.

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- (A) Admissions Policy for Deconcentration Page 41
- FY 2000 Capital Fund Program Annual Statement
- Sent with certifications. 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
- FY 2000 Capital Fund Program 5 Year Action Plan (Attachment C) Page 46
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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
	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: 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.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 2/199 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	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
	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
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 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	Location
Income <= 30% Of AMI	144	5	N/A	N/A	3	N/A	N/A
Income >30% but <=50% of AMI	82	5	N/A	N/A	3	N/A	N/A
Income >50% but <80% of AMI	30	3	N/A	N/A	3	N/A	N/A
Elderly	112	5	3	3	3	3	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	258	5	N/A	N/A	3	N/A	N/A
Black	7	5	N/A	N/A	3	N/A	N/A
Native Amer.	88	5	N/A	N/A	3	N/A	N/A
Hispanic	11	5	N/A	N/A	3	N/A	N/A
Asian	4	5	N/A	N/A	3	N/A	N/A

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: 1999
- 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. **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)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input 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

Housing Needs of Families on the Waiting List			
Waiting list total	9		1
Extremely low income <=30% AMI	7	78	
Very low income (>30% but <=50% AMI)	2	22	
Low income (>50% but <80% AMI)	0	0	
Families with children	4	45	
Elderly families	2	23	
Families with Disabilities	2	23	
White	9	100	
Black	0	0	
Asian	0	0	
AI/Alaskan	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Local preference established for an elderly person over a single person that is not displaced.

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

2. Statement of Financial Resources

[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		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	135,684	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
EDSS		
Capital Funds-Prior year	15,396	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Investment Income		
Tenant Charges		
Total resources	151,080	

MPCCHA reserves the right to make changes to the Financial Resources table as more information becomes available.

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: (state time)
- 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)

- 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)

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?

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?

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:

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)

- Emergencies
- Overhoused
- Underhoused
- 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. 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:

- 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)
- 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:

- 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
- 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:

- 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)

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

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)

- 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)

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

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

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

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

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

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

Present and previous landlord.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

County social service office, county courthouse and via mail.

(3) Search Time

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

If yes, state circumstances below:

If the family can verify extenuating circumstances or is a hard-to-house family, the family has not refused a suitable unit, and there is a reasonable possibility that an extension will result in an approvable lease and an executed HAP contract.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of 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)
- 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)

MPCHA will give preference to a family whose head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly or disabled.

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

- 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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

MPCHA will give preference to a family (a) whose sole member is a displaced person or (b) whose head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly, disabled, or displaced.

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)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (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
 \$26-\$50

2. Yes 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 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
 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
- 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

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

g. Yes 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.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- 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
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA’s segment of the FMR area
- Reflects market or submarket

- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (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:

MPCHA consists of five county commissioners from McHenry and Pierce Counties who serve as commissioners for the Housing Authority. The MPCHA Board of Commissioners have contracted with Minot Housing Authority, Minot, North Dakota to serve as its Management Agent.

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	N/A	
Section 8 Vouchers	30	2
Section 8 Certificates	13	1
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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)

MPCHA Administration Plan, which addresses all local discretionary program functions. All other operational procedures are developed and implemented according to the requirements of the following as applicable:

- Section 8 Administrative Practices handbook
- Code of Federal Register
- Section 8 Housing Assistance Payment Program
- Existing Housing And moderate Rehabilitation Processing Handbook

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

2. 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:

3. 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)

4. Section 8 Tenant-Based Assistance

5. 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:

6. 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)

Local county government office.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (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, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-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, at the PHA's option, by completing and attaching a properly updated HUD-52834.

a. 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 C

-or-

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: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>

5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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. Yes 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 903.79(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. 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:

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 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 (1)]

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:

- 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? DD/MM/YY

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 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)
MPCHA has an informal cooperative agreement with local service providers.

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)

- 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
 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

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)
 - Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - 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
--

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.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[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 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: NORTH DAKOTA

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)

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

The Consolidated Plan identifies a high priority need for both small related and large related renter households at 0-30% and 31-50% of median income.

PHA actions and commitments to address that need:

The Consolidated Plan identifies a high priority need for both small related and large related renter households at 0-30% and 31-50% of median income.

PHA actions and commitments to address that need:

- ◆ Maximize rental assistance program to serve as many families as subsidy will support.
- ◆ Apply for new rental assistance vouchers as they become available.

The Consolidated Plan identifies a high priority need for elderly renter households at 0-30% and 31-50% of median income.

PHA actions and commitments to address that need:

- ◆ MPCHA will give preference to a family whose sole member is a displaced person or whose head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly, disabled, or displaced.

D. Other Information Required by HUD

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

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Policies Governing Eligibility, Selection, and Admissions

The McHenry Pierce County Housing Authority Administrative Plan for the Section 8 program has been revised and submitted to HUD, and upon approval will be on file in the Rocky Mountain Region HUD office. This policy will also be on file at MHA and the county government offices for public review. A copy of this policy will be provided to the State of North Dakota Division of Community Services.

Pages 2-10 of Attachment A include the revised Section 8 Administrative Plan.

Deconcentration does not apply to MPCHA.

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**MCHEHRY PIERCE COUNTY HOUSING AUTHORITY
SECTION 8 ADMINISTRATIVE PLAN**

APPROACH AND OBJECTIVES:

The McHenry Pierce County Housing Authority objective in the administration of the Section 8 program is to provide affordable, safe, decent, sanitary housing to low-income families residing or wishing to reside in McHenry and Pierce Counties. MPCHA will insure through its administration of the program that participants will be aware of the wide variety of housing types and neighborhoods available to them. All efforts will be made to insure that participants take advantage of the freedom of housing choice and expansion of housing opportunities made possible by the Section 8 Program. By consistent and thorough enforcement of minimum housing quality standards, MPCHA will enhance community efforts to improve and maintain the existing housing stock.

This Administration Plan addresses all local discretionary program functions in the Section 8 Certificate/Voucher Program. All other operational procedures will be developed and implemented according to the requirements of the Section 8 Administrative Practices handbook, 7420.7, Code of Federal Regulations found in CFR 24 parts 800 and 900 as applicable, and Section 8 Housing Assistance Payment Program, Existing Housing and Moderate Rehabilitation Processing Handbook, 7420.3.

MARKETING AND OUTREACH

To ensure that the groups least likely to apply for assistance will be reached, MPCHA is in contact with most of the service providers in the area. The PHA works with providers of special housing needs to ensure that, to the extent possible, any handicapped, disabled or special needs person/family is able to obtain housing.

When it would be necessary to advertise to maintain an adequate pool of applicants, an ad would be placed in the local papers with the Equal Housing Opportunity logotype and statement. The ad would invite all low-income persons/families to apply for rental assistance.

MPCHA also outreaches to owners by providing them with a landlord information brochure at the time a client presents them with a Request for Lease Approval.

NONDISCRIMINATION

The MPCHA will administer the Section 8 Program in a manner that will ensure consistent and fair treatment to all persons interested in program participation.

MPCHA will not discriminate at any stage of the application/participation process because of race, color, national origin, religion, creed, sex, age, familial status or handicap. MPCHA is bound by the nondiscrimination requirements of Federal, State, and local law. MPCHA will abide by the nondiscrimination requirements of:

- A. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs receiving federal financial assistance.
- B. All state and local laws.
- C. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on handicap in programs receiving federal financial assistance.
- D. The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving federal assistance.
- E. Executive Order 11063, which required HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed) or sex in housing receiving federal assistance.
- F. The Fair Housing Act at 42 U.S.C. 3610-3619.
- G. Title II of the Americans with Disabilities Act at 42 U.S.C. 12101.

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MPCHA will not show preference to any Section 8 applicant or participant because of political affiliation or acquaintance with any public official at the federal, state, or local level. In addition, there shall be no discrimination against any applicant receiving part of all of his/her income from public assistance or based upon the location of housing selected by the applicant, providing the applicant is otherwise eligible.

MPCHA will provide to all selected participants HUD's "Fair Housing It's Your Right" booklet, the name of the contact person and phone number of the local Fair Housing Coordinator, as well as make available the "Landlord and Tenants Rights in North Dakota" booklet.

DEFINITIONS

Family

- A family may be a single person or a group of persons.
- A pregnant female.
- A family includes a family with a child or children.
- A person in the adoption process.

Elderly Family

A group of persons consisting of two or more elderly persons or disabled person living together or one or more elderly or disabled persons who need a live-in aide is a family.

Single Person Family

- An elderly person.
- A displaced person.
- Any other income eligible person.

Handicapped Person

A person who has a physical or mental impairment which is expected to be of long-continued duration, which substantially impedes his/her ability to live independently, and is of such a nature that the disability could be improved by suitable housing conditions.

Disabled Person

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or who has a developmental disability as defined in Section 102(7) of the Development Disabilities Assistance and Bills of Rights Act (42)U.S.C. 6001(7).

Family Breakup

The PHA will determine which family members continue to receive assistance when the family breaks up based on the following:

1. When a family has children, the person who has actual physical custody of the children will continue with the assistance.
2. When an elderly or disabled family separates, the member who needs the unit as it has been adapted to their physical needs would maintain the assistance.
3. When family members have to leave a unit because of actual or threatened abuse, the assistance will go with those having to leave because of the abuse.
4. By mutual consent. In the absence of mutual consent, the parties will be given the opportunity to appear before the hearing officer, who will then make the decision.
5. If a court decision is made on who the assistance remains with, the PHA will abide by that decision.

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WAITING LIST PROCEDURES

A waiting list will be maintained for all eligible families wishing to participate in the Certificate/Voucher program. MPCHA administers only the C/V Program, so only one list will be maintained.

- A. A family will be processed through the waiting list using the following procedures:
 1. In order to be placed on the waiting list an interested family must complete an initial eligibility application. Applications are available at the McHenry Pierce County Housing Authority's office or will be mailed upon request.
 2. Applications will be dated and time stamped upon receipt in the MPCHA office. All applications will be reviewed to determine if the family appears to meet income and family definition requirements of this plan and Federal regulations. Application determined eligible will be placed on a common waiting list with selection made according to dollars available.
 3. MPCHA will maintain the list of applicants by date/time of application. The list must identify when and why the applicant is selected to begin processing or was removed for other reasons. The Waiting List must be organized to indicate the following:
 - a. Family name.
 - b. Date and time of preapplication receipt.
 - c. Ethnic designation of Head of Household.
 - d. In accordance with the MPCHA local preference, the Housing Authority will give preference to a family whose head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly or disabled.
 4. Applicants will be notified in writing of their apparent eligibility and approximate date a Certificate/Voucher will be available. They will be advised that placement on the waiting list is no assurance of eligibility at the time the formal application is processed.
 5. An applicant determined ineligible will be notified in writing and advised of the reasons for the determination. They will also be advised of their right to request an informal review of the decision within ten days of the notification.
- B. Purging of the Waiting List:

The waiting list will be purged from time to time to eliminate inactive applications, to reduce unnecessary administrative burden and to ensure that the list remains representative of the needs of the community. If a family fails to respond to requests for information or updates, or refusal of assistance for both a certificate and a voucher, the name will be removed from the waiting list.

C. Closing of Waiting List:

If it is determined that the existing waiting list contains an adequate pool for the use of program funding, the PHA may stop accepting new applications. Closing of the waiting list will be announced by public notice in a newspaper of general circulation with similar notification to interested social service agencies.

D. Reopening of the Waiting List:

At the time the PHA decides to reopen the waiting list, an announcement of such will be by same public notice of closing of the waiting list.

E. Changes in a family's income, composition, address and telephone number must be reported to the PHA by the family while on the waiting list.

OCCUPANCY STANDARDS

The following standards will be used to determine the size of a Certificate/Voucher to be issued to an applicant at the time they begin their house search. These standards are developed in accordance with Federal regulations which state that there must be at least one bedroom or living/sleeping room of appropriate size for each two persons in the family. Families will be issued a Certificate/Voucher based on the smallest size appropriate to the needs based upon the following limitations:

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Certificate/Voucher Size	Minimum Persons	Maximum Persons
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	6	8
5 Bedroom	7	10

Every family member, regardless of age, will be counted as a person. An unborn child will be counted as a person in determining occupancy standards.

In determining appropriate Certificate/Voucher size, the PHA will not consider two persons of the opposite sex, other than those living as husband and wife, or children six years of age and younger, to be sharing the same living/sleeping room. Children over the age of six will not be considered to be sharing the same living/sleeping room with a single parent head of household. Children under the age of two, of either sex, may share a living/sleeping room with parents, for purposes of meeting occupancy standards.

To be admitted, a single pregnant female must have an income at or below the income limit for one person. In establishing the appropriate space standards, the PHA must consider the size of the household with an unborn child included; however, the single pregnant woman will not be entitled to the benefit of the dependent allowance until after the birth of the child. If the pregnancy is terminated prior to an offer being made, the PHA will consider the individual as "any other" single person. If the pregnancy is terminated after admission, the individual constitutes the remaining member of the tenant family and could continue in the program.

Persons in the process of adopting the individual under 18 should be treated identically to a single pregnant woman; but persons in the process of securing legal custody through other means must provide evidence of a reasonable likelihood of success to be admitted to occupancy prior to obtaining custody. This determination of "reasonable likelihood of success" should be made at the time an offer of a unit is to be made to an individual. If at that time it is determined that there is not a reasonable likelihood of success, then that individual nonetheless shall be allowed to retain his/her place on the waiting list with the original date and time of application, until custody is secured. At which time the individual will be offered an appropriate unit in accordance with his/her position on the waiting list.

The occupancy standards are for C/V issuance purposes only. A family may rent a smaller size unit than stated on C/V, as long as the unit complies with minimum housing quality standards and Fair Market Rent/Payment Standard will be used for the selected unit to determine the eligibility of the unit. The family may rent a larger size unit, as long as the unit complies with minimum housing quality standards and the rent limitation of the programs.

A family continuing in the program who request a new C/V size will be issued a new C/V that complies with the above occupancy standards.

CERTIFICATE/VOUCHER ISSUANCE

A. Issuance

Families will be issued C/V in a non-discriminatory fashion, as their names come up on the waiting list. The normal rotation of the waiting list is time and date of application.

Families will be notified by mail that housing assistance is available and they must schedule an appointment to complete eligibility paperwork within ten days of the notification. A program briefing will also be conducted. Applicants must attend if they wish to participate in the program. The families will be advised that if they do not attend the briefing and fail to contact the office regarding the missed appointment, their name will be removed from the waiting list.

Briefings will be conducted on an individual basis whenever possible, depending upon the number of vacant Certificates/Vouchers available. The purpose of the briefing is to acquaint the families with the operation of the programs, make them aware of the differences between the two programs and provide them with the tools necessary to successfully become participants of the programs. The families will be given a Certificate/Voucher packet

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containing all the required information and documents. A full explanation will be given of each item. It will be made clear to all applicants that the Certificate/Voucher will expire at the end of 60 days and that they must successfully complete their housing search.

The following elements will be a part of each briefing and information packet:

- How the programs work.
- Family and owner responsibilities.
- Explanation of portability with information sheet.
- Term of C/V, policy on extensions.
- How the housing assistance payment is determined.
- Information of Fair Market Rents, Payment Standards, Utility Allowances
- How Maximum rents are determined.
- What a family needs to consider when renting a unit.
- HUD-required Lease Addendum
- Request for Lease Approval Form.
- What information the PHA will share with Landlords**

Occupancy Standards.
A Good Place to Live booklet.
Lead-based Paint Brochure.
Booklet "Fair Housing – It's Your Right" and complaint form.
Family Obligations (on the C/V).
Grounds for termination.
Informal hearing procedures.

H. Extensions

Certificate/Voucher will be extended under the following circumstances: If the family can verify extenuating circumstances or is a hard to house family, and through their contact with the office staff, can clearly demonstrate that they have made every effort to secure a suitable unit; the family has not refused a suitable unit without good cause; and there is reasonable possibility that an extension of the Certificate/Voucher will result in an approval lease and the execution of a Housing Assistance Payments Contract.

** If the landlord requests, in writing, information on a participant, the PHA will provide family's current address, family's current and prior landlord, if any known drug trafficking by any member,. And history on damage to unit or unpaid rent. Only information contained in the participant file will be provided.

DENIAL/TERMINATION OF APPLICATION/ASSISTANCE

An applicant/participant will be denied/terminated under the following circumstances:

1. If the family violates any family obligation under the program.
2. If a PHA has ever terminated assistance under the Certificate/Voucher for any member of the family.
3. If any member of the family commits drug-related criminal activity or violent criminal activity (if the person/family can demonstrate they are currently in a recovery program or have successfully completed a program, assistance will not be denied or terminated).
4. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal program.
5. If the family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Housing Act – this includes amounts paid on a clients behalf to an owner for rent or damages to a unit.
6. If a family breaches an agreement with the PHA to pay amounts owed to a PHA.
7. If the family has engaged in or threatened abusive or violent behavior toward PHA personnel.
8. If any family member fails to sign and submit consent forms for obtaining information to determine family eligibility.
9. If any member of a family refuses to sign required evidence of citizenship or eligible immigration status.

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In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the PHA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other members of the family who were not involved in the action or failures. When feasible, the PHA may impose, as a condition of continued assistance for the other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit and permit other family members to continue to receive assistance.

INFORMAL REVIEW

The MPCHA will provide an applicant the opportunity for an informal review if the applicant is denied participation in the program. The PHA will use the following procedures to advise the applicant and conduct the review:

- A. the applicant will be given written notification of the denial of assistance (denial for placement on the waiting list or denial to issue a Certificate/Voucher) which shall state the reason(s) for denial.
- B. The notice shall state the applicant has a right to request, in writing, an informal review of the decision to deny participation within 10 days of the day of the notification.
- C. The informal review will be conducted within 10 business days of the request. The Chairperson of the Board of Commissioners of the PHA will select a person who was not involved in the decision to conduct the review.
- D. The applicant may present written or oral arguments relative to the decision.
- E. The PHA will notify the applicant of the results of the informal review within 10 days after the review.

INFORMAL HEARING POLICY

MPCHA will give a participant in the Certificate/Voucher program the opportunity for an informal hearing in the following circumstances:

- A. A determination of the amount of total Tenant Payment.
- B. A determination of the utility allowance.
- C. A determination that the participant is living in a unit with more bedrooms than appropriate under the occupancy standards and MPCHA has denied a request for waiver standards.
- D. A determination of the number of bedrooms designated on a new Certificate/Voucher for a participating family.
- E. A determination to terminate assistance for a participant family because of the family's failure to act.
- F. A determination to terminate assistance because the participant family has been absent from the unit longer than the maximum allowed.
- G. A determination of awarding assistance when there is a family breakup.

INFORMAL HEARING PROCEDURES

The procedures for Informal Hearing are:

- A. For any decision related to the situation described above, the MPCHA will notify the participant of the decision, their right to an explanation, and their right to request a hearing, in writing, within ten days of the explanation, if they still disagree.
- B. In the case of a participating family whose assistance is being terminated, and the family is currently living in a unit with an active Housing Assistance Payment Contract, the MPCHA will provide an opportunity for an Informal Hearing before the actual termination of Housing Assistance Payments.
- I. The PHA will allow the participant family the opportunity to copy relevant documents at their own expense. The participant must give the PHA the opportunity to copy relevant documents to be used at the hearing at the expense of the PHA.
- J. The MPCHA will schedule the hearing within ten (10) business days of the date the written request for a hearing is received in the office. The Chairperson of the Board of Commissioners will select a Hearing

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Officer and schedule the hearing. The Hearing Officer will be someone other than the person who made the decision under review or subordinate of that person.

- K. The Certificate/Voucher Program participant may be represented by a lawyer or other representative.
- L. The procedures for requesting and conducting a hearing will be provided each family during the Certificate/Voucher briefing.

The Hearing Officer will be responsible to conduct the hearing in accordance with the following guidelines:

1. The participant or the participant's representative will first be given an opportunity to present his/her objections to the decision in question, and only the specific decision pertinent to this hearing. The participant may present evidence or question witnesses at this time.
2. The PHA may present evidence and question witnesses. The participant will have the opportunity to question any PHA witness at this time.
3. The Informal Hearing is not intended to duplicate procedures under judicial review so the rules of admissibility under such proceedings will not be applied in the course of the hearing.
4. The Hearing Officer will issue a written decision stating the reasons for the decision within 10 days of the Informal Hearing. Factual decisions related to the individual circumstances of the participant will be based on the evidence presented at the hearing. A copy of the hearing decision will be sent by certified mail to the participant.
5. The MPCHA is not bound to the decision of the hearing office in the following circumstances: concerning a decision that is not identified in the plan as eligible for an Informal Hearing or beyond the authority of the Hearing Officer or procedures; contrary to HUD regulations, requirements of Federal, State, or local law.

If the PHA has determined that it is not bound by the decision of the hearing officer the PHA will notify the participant of such a decision within 5 business days of the date the hearing decision was made by the Hearing Officer.

The PHA will provide these procedures to each new participant family during the Certificate/Voucher briefing.

The PHA is not required to provide a participant family an opportunity for an informal hearing under the following circumstances:

- a) Discretionary administrative determinations by the PHA.
- b) General policy issues or class grievances.
- c) Establishment of the PHA schedule of utility allowances for family in program
- d) A determination not to approve an extension of a Certificate/Voucher term.
- e) A determination that the assisted unit is not in compliance with HQS.
- f) A determination that the unit is not in accordance with HQS because of family size.
- g) A determination to exercise or not to exercise any right or remedy against the owner under the HAP contract.

COLLECTION POLICIES

In the interest of sound fiscal management and program integrity the MPCHA will make all efforts to collect amounts owed to the agency as a result of unreported income or amounts paid to owners on behalf of participants. The following procedures will be followed to ensure maximum collection of applicant/participant debt:

A. Applicants

No applicant will be admitted to the Certificate/Voucher program until any/all debts owed the MPCHA or any other PHA have been paid. Their name will be placed on the waiting list as a potentially eligible applicant, but no Certificate/Voucher will be issued until all debts are paid in full. No extended payback arrangements will be made with applicants.

B. Participants

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Participants in the Certificate/Voucher program must agree to pay back any amounts owed the MPCHA in order not to jeopardize their continued assistance. Should the family request a new Certificate/Voucher because they wish to move and the debt is not fully paid before the new C/V is issued, the following procedures will be applicable for program participants:

1. Unreported Income

A limited payback agreement will be negotiated, once the amount of overpayment of housing assistance payments has been established. A payback agreement will be executed based upon the financial circumstances of the family. The agreement will insure that the full amount of the overpayment is reimbursed MPCHA within 24 months of the date the family was notified of the indebtedness.

2. All fraud cases that exceed \$1,000 in payback will be referred to the local State's Attorney's office for prosecution. Those under that amount will be handled under a payback arrangement as described above.

3. Payments of Damages/Vacancy Loss (pre 10/2/95 Contract)

Every effort will be made to determine the extent of damages/unpaid rent loss before a new lease is approved or a Housing Assistance Payments Contract is executed. The following procedures have been established to reduce participant indebtedness:

It is the policy of MPCHA that owner claims for unpaid rent, damages and vacancy losses must be submitted to the office within 45 days from the date the family vacated the unit. Additionally, the owner must comply with the provisions of the lease, State and local law relevant to the return of security deposits or the claim will be denied by MPCHA.

If a new Housing Assistance Payments Contract has not yet been executed in the family's behalf, a payback agreement will be negotiated with the family before a new contract is executed. If the family refuses to negotiate a payback agreement, no new contract will be executed and assistance will be terminated in accordance with the program regulations and this plan.

If a new Housing Assistance Payments Contract has been executed in the family's behalf, every effort will be made to negotiate a payback agreement. Should the participant refuse a payback agreement, they will be refused a new C/V at any time, until the indebtedness is paid. No action will be taken to terminate assistance under the current contract.

If the family is willing to execute a payback agreement, payments will be established to ensure the entire debt is paid in full by the end of the initial term of the current contract. Should the family fail to make payments as agreed, no termination action will be taken. However, the family will be refused a new C/V until the debt is paid in full.

In addition to the action prescribed in this section, MPCHA will pursue collection of all debt through the judicial system in order to secure judgement and enhance the potential for collection. This action will be taken on a case-by-case basis when it is deemed most prudent.

HOUSING QUALITY STANDARDS

The MPCHA will follow the requirements for the minimum housing quality standards as stated in the 24 Code of Federal Regulations 882.109 and Section 8 Administrative Practices Handbook, 7420.7. The MPCHA will use the standard for HUD 525-80 to record all housing quality standards inspections conducted during the program operations.

ADMINISTRATIVE FEE RESERVES

The Administrative Fee Reserve is credited with earned administrative fees that exceed expenditures for program administration during the PHA fiscal year, according to guidelines found in HUD Handbook 7420.7 CHG-9.

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Provided that the administrative fee reserves are not required for projected administrative cost for the remaining ACC term, the PHA may expend operating reserve funds for other housing purposes consistent with housing authority under State and local laws. The threshold for the amount of expenditures of funds from the Reserve without prior approval the PHA Board of Commissioners is \$250.

AFFORDABILITY ADJUSTMENTS

The voucher payment standard will be changed at the time that the new Fair Market Rents are published and will remain at the amount established in the Federal Register for each unit size. In the event the Fair Market Rents decrease, the participants whose payment standard is determined at a higher amount will be grandfathered in at the higher standard.

STAFFING

Staffing will be achieved by a Contract for Management which will cover overall program responsibility including Quality Standards Inspections.