

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

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

**PHA Plan
Agency Identification**

PHA Name: MERCER COUNTY HOUSING AUTHORITY

PHA Number: ND-015

PHA Fiscal Year Beginning: 01/01

PHA Plan Contact Information:

Name: H. John Loerch
Phone: 701-663-7494
TDD: 800-366-6888
Email (if available): jahaug215@gcentral.com

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

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

Other (list below)

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

Main business office of the PHA

Other (list below)

PHA Programs Administered :

Public Housing and Section 8

**Annual PHA Plan
Fiscal Year 2001**

[24 CFR Part 903.7]

i. Table of Contents

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

Contents	Annual Plan	Section #
.Executive Summary (optional)		ii.
.Description of Policy and Program Changes for the Upcoming Fiscal Year		1.
.Capital Improvement Needs		2.

.Demolition and Disposition	3.
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.Crime and Safety: PHDEP Plan	5.
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. Criteria for Substantial Deviations and Significant Amendments	6C.

Attachments

- Attachment nd015a02 : Supporting Documents Available for Review
- Attachment nd015b02: Capital Fund Program Annual Statement
- Attachment nd015c02: Capital Fund Program 5 Year Action Plan
- Attachment nd015d02: Resident Membership on PHA Board or Governing Body
- Attachment nd015e02: Membership of Resident Advisory Board or Boards

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The PHA maintained status of high performer with the advisory score issued by HUD for the year ending 12/31/1999, maintained 100% lease up rate in the voucher program and improved the units by installing air conditioners throughout the family units and installing tub surrounds in elderly units as well as ungrading equipment/

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Admissions and Occupancy policy was updated to comply with the regulatory changes made by HUD and to allow for renting to over-income clients after advertising for clients and to avoid having vacant units. The delay in using income was define as well as an enhancement to the "one strike" rule. A new lease and capitalization policy were adopted by the Board as well as regulatory changes to the Section 8 voucher Administrative Plan.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

- A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's actual Capital Fund Program grant for the upcoming year?
\$ 65,849
- C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.
- D. Capital Fund Program Grant Submissions
- (1) Capital Fund Program 5-Year Action Plan**
The Capital Fund Program 5-Year Action Plan is provided as Attachment
- (2) Capital Fund Program Annual Statement**
The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)

- 1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) Part of the development Total development

7. Relocation resources (select all that apply) Section 8 for units Public housing for units Preference for admission to other public housing or section 8 Other housing for units (describe below)

8. Timeline for activity: a.

Actual or pr

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources

Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)
The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
Yes No: below or
Yes No: at the end of the RAB Comments in Attachment ____.
Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.

Other: (list below)

B. 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: (provide name here)
North Dakota Region VII
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.
X 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
Other: (list below)

. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Due to inconsistencies between the Agency Annual Plan and the Consolidated Plan the State Agency would not agree that the agency plan is consistent.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

 Anytime the PHA approves a revision that exceeds the discretion given to the local Housing Authority by the Department of Housing and Urban Development.

B. Significant Amendment or Modification to the Annual Plan:

 Anytime the PHA approves a revision that exceeds the discretion given to the local Housing Authority by the Department of Housing and Urban Development.

Attachment A

Supporting Documents Available for Review

PHAs are to 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

Related Plan Component

X

PHA Plan Certifications of Compliance with the PHA Plans and Related State/Local Government Certification of Consistency with the Consolidated Plan

Regu
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X	Fair Housing Documentation Supporting Fair Housing Certifications: 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
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which	the Plan
X	Most recent board-approved operating budget for the public housing program	Annual
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan:
	Eligibility, Selection, and Admissions Policies	
X	Section 8 Administrative Plan	Annual Plan:
	Eligibility, Selection, and Admissions Policies	
X	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan:
	Rent Determination	
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan:
	Rent Determination	
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan:
	Rent Determination	
X	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	
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual
	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan:
	Operations and Maintenance	
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan:
	Capital Needs	
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan:
	Capital Needs	
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA). Approved or submitted applications for demolition and/or disposition of public housing	Annual
	Housing Plans)	
	Approved or submitted applications for designation of public housing (Designated 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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual
	Approved or submitted public housing homeownership programs/plans	Annual

Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan) Annual Plan: Homeownership

X Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies Annual Plan: Community Service & Self-Sufficiency

FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency

Section 3 documentation required by 24 CFR Part 135, Subpart E 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 Annual Plan: Safety and Crime Prevention

PHDEP-related documentation: · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · housing sites assisted under the PHDEP Plan. Annual Plan: Safety and Crime Prevention

X Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A & O Policy Annual Plan: Pet P

X The results of 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

PHA's Troubled PHAs: MOA/Recovery Plan Troubled

Other supporting documents (optional) (list individually; use as many lines as necessary) (specify as needed)

Coor
Pet P

ATTACHMENT nd015b02

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Mercer County Grant Type and Number Capital Fund
 Program: Capital Fund Program X Replacement Housing Factor Grant No:

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Revised
1	Total non-CFP Funds		
2	1406 Operations	5,449	
3	1408 Management Improvements	3,064	
4	1410 Administration		
5	1411 Audit		
6	1415 liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement	2,100	
10	1460 Dwelling Structures	39,398	

11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	12,769
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant: (sum of lines 2-19)	62,780
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

PHA Name: **Grant Type and Number** Capital Fund
 Program #:ND06P01590599 Capital Fund Program Replacement Housing Factor #:
 Development Number General Description of Major Work Categories Dev. Acct No.
 Quantity Total Estimated Cost
 Total Actual Cost Status of Proposed

Name/HA-Wide Activities	Original Budget	Revised	Obligated	Expended
1406 - Operations	\$ - 0	\$5,449	\$5,449	5,449
1408 - Management Imp.	2,100	3,064	3,064	3,064
1450 - Site Improvement	2,400	2,100	2,100	2,100
1460 - Dwelling Structure	45,500	39,398	39,398	39,398
1475 - Non Dwelling Equipment	12,780	12,769	12,769	12,769
TOTAL	62,780	62,780	62,780	62,780

Origin:

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

PHA Name:Mercer County Housing **Grant Type and Number** Capital Fund Program #:ND06-P015905999
 Capital Fund Program Replacement Housing Factor #:
 Development Number Name/HA-Wide Activities All Fund Obligated (Quart Ending Date) 6/30/2000
 All Funds Expended (Quarter Ending Date)9/30/2000
 Original Revised Actual Original Revised Actual

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ATTACHMENT nd015c02

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan Original statement Revised statement X
 Development Number Development Name (or indicate PHA wide)
 PHA Wide

Description of Needed Physical Improvements or Management Improvements Estimated Cost Planned St

Total estimated cost over next 5 years \$325,000

The following work items will be/have been completed during this 5-year plan period - Replace cupboards in elderly units, appliances in all units, replace sidewalks and driveways, landscaping, exterior doors, courtyard doors, plumbing updates at elderly units, computer updates to comply with ever changing HUD electronic submissions, garages or carports at elderly units, underground sprinkling systems at family units and for ongoing operations. The PHA has expended the grant awarded in federal fiscal year and has an additional amount approved in FFY 2000 for expenditure in year 2001 for Operations, Administration, Replacement of all dwelling equipment and additional courtyard furniture which is in compliance with the 5-year action plan for capital funds.

Required Attachment nd015d02: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A.Name of resident member(s) on the governing board:

B.How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 6/2001

C.Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mercer County Board of County Commissioners

Required Attachment nd015e02: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.) Marsha Miller, Allene Miller, Gertie Wagner (two others who had shown and interest have vacated from the property)