

**PHA Plans**  
**Streamlined Annual**  
**Version**

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

OMB No. 2577-0226  
(exp. 08/31/2009)

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

---

**Streamlined Annual PHA Plan**  
**for Fiscal Year: 2009**

**PHA Name:**

**HOUSING AUTHORITY OF THE CITY**  
**OF GRAND FORKS NORTH DAKOTA**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Grand Forks

**PHA Number:** ND012

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2009

**PHA Programs Administered:**

**Public Housing and Section 8**    
  **Section 8 Only**    
  **Public Housing Only**  
 Number of public housing units:                     
 Number of S8 units: 1220    
 Number of public housing units:  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: Terry Hanson   
 Phone: 701-787-9437  
 TDD: 711   
 Email (if available): tnhanson@grandforksgov.com

**Public Access to Information**

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

PHA's main administrative office    
  PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.    
 Yes    
 No.

If yes, select all that apply:

Main administrative office of the PHA  
 PHA development management offices  
 Main administrative office of the local, county or 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)

**Streamlined Annual PHA Plan**  
**Fiscal Year 2009**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership-----Page 6  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs-----Page 7
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.-----Page 8
- 6. Supporting Documents Available for Review-----Page 10
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan
- Attachment A: 2009 Statement of Progress in Meeting the Five Year Plan Mission and Goals-----Page 18
- Attachment B: Membership of Resident Advisory Board 2008-----Page 20
- Attachment C: Resident Advisory Board Recommendations-----Page 21
- Attachment D: Resident Member of the PHA Governing Board-----Page 23
- Attachment E: Definition of Substantial Deviation and Significant Amendment---Page 24 or Modification
- Attachment F: GFHA Policy on VAWA and LEP-----Page 25
- Attachment G: Public Comments and Board Approval-----Page 26

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA’s principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

- Form HUD-50070, Certification for a Drug-Free Workplace;**
- Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**
- Form SF-LLL &SF-LLL a, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

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

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: 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:

5.  Yes  No: 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:

### **3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description: **The Grand Forks Housing Authority has administered the Section 8 Homeownership Program since 2002. The program is administered in compliance with the regulations established by HUD and with the policies as written the Grand Forks Housing Authority’s Homeownership Administrative Plan. The program is in keeping with the Grand Forks Housing Authority’s mission to assist low-income families to become self-sufficient, increase opportunities, and to improve the quality of their lives. The program provides homebuyer’s counseling and is administered in conjunction with the city’s American Dream program which offers financial assistance to first time homebuyers.**

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, what is the maximum number of participants this fiscal year? 25

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: **The applicant must have successfully participated in the Section 8 Tenant-Based Rental Program for a minimum of 12 months, and must have no debt to the PHA.**

c. What actions will the PHA undertake to implement the program this year (list)? **The Homeownership Program was implemented June 6, 2002.**

3. 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 of purchase price and requiring that at least 1 percent of the purchase price 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.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below): **The Grand Forks Housing Authority (GFHA) has a successful and active Family Self-Sufficiency Program that encourages and supports homeownership. The GFHA employs two Homeownership Counselors and works in conjunction with the city's office of Community Development to promote affordable housing and first time homebuyer's assistance programs. The GFHA has successfully developed and marketed The Promenade, an affordable housing project aimed at first time homebuyers offering townhomes, duplexes and single family homes for sale. The GFHA has an excellent working relationship with the city government, business and service sectors of the community.**

#### 4. Use of the Project-Based Voucher Program

##### Intent to Use Project-Based Assistance

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units  
 access to neighborhoods outside of high poverty areas  
 other (describe below:) **The Grand Forks Housing Authority has utilized the**

**Project-Based Voucher Program in the past to increase and maintain the number of affordable rental units available and to expand housing opportunities for low-income families. Grand Forks does not have any recognized high poverty areas. However, as a University town, the rents are high and it is important to make the effort to increase and maintain affordable housing options in the community. In 2008, the Grand Forks Housing Authority made Project-Based Vouchers available to the city of Northwood, located in Grand Forks County, in order to replace rental units lost to a tornado in 2007. This was an important step needed to increase the number of affordable rental units in that rural community. The Grand Forks Housing will continue to consider the need and appropriateness of project basing units rather than tenant basing assistance in the future.**

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

No. of Units	Census Tracts
8	101
31	112.5
32	112.5
12	107.2
7	106.2
8	106.2
7	118

### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) **City of Grand Forks, 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 on its waiting lists 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 addresses the concern for the homeless population in the city, and, in response to the North Dakota State initiative to end long term homelessness, Grand Forks City Council passed a resolution in support of a 10 Year Plan to End Long Term Homelessness. This plan was developed by the Community Development office, and is consistent with the initiatives contained in the Consolidated Plan. The Grand Forks Housing Authority Board of Commissioners adopted a Long Term Homeless Preference for the Housing Choice Voucher Program in support of the 10 Year Plan to End Homelessness.**

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
<b>X</b>	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	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 and Annual Plans
<b>X</b>	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method 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
<b>X</b>	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
<b>X</b>	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
<b>X</b>	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	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
<b>X</b>	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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program (Section <u>16.3</u> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative 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
<b>X</b>	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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					



**8. Capital Fund Program Five-Year Action Plan**

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

## **Attachment A: 2009 Statement of Progress in Meeting the Five Year Plan Mission and Goals.**

The Grand Forks Housing Authority continues to actively support its mission to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Grand Forks Housing Authority continues its policy that all families, regardless of race, color, religion, national origin, sex, familial status and disability, have access to the Housing Assistance Programs. Marketing efforts strive to reach all eligible persons, to inform the community of the housing programs available, and to encourage community support.

The Grand Forks Housing Authority actively seeks to promote the expansion and development of affordable housing units by continuing to support development of both rental and homeownership options. The development of the Promenade Affordable Housing area offers first time homebuyers, including Voucher Participants, with the opportunity to become homeowners. The use of the Project-Based Voucher Program has increased affordable rental options for low income individuals and families. The continuing Section 8 Homeownership Program offers Voucher holders the opportunity to move from rental into homeownership, which would otherwise been unattainable for the family.

The Housing Authority strives to serve customers with respect and efficiency. Staff is trained in customer satisfaction, and fair housing laws, as well as in Section 8 Program regulations. The Housing Authority continues to examine and improve policies and procedures in an effort to make the application and participation processes more efficient.

Through much effort by the staff, the Grand Forks Housing Authority reached full utilize of all authorized Vouchers in 2007. Assistance to families searching for approvable units has been an on-going effort, and has improved the rate of successful families. The Payment Standard has been set at 110% of the FMR in order to improve the number of units that can be considered affordable.

The Grand Forks Housing Authority has an active FSS Program and all Voucher holders are encouraged to participate and to achieve financial independence. The Housing Authority has two Homeownership Counselors offering individual counseling to Voucher families with a goal of homeownership. Staff offers housing counseling to all of its clients in an effort to improve the family's success in obtaining and maintaining a rental unit.

The Grand Forks Housing Authority continues to encourage and support the development of facilities and services for elderly and handicapped citizens. The Housing Authority operates two Neighborhood Network Centers offering supportive services, training, and employment opportunities for families. The Grand Forks Housing Authority has hired graduates of the training programs in temporary positions in order to assist the Housing Authority with its work and to provide clients with the opportunity to gain work experience.

In support of Grand Forks City's Plan to End Long Term Homelessness, adopted in 2008, the

Grand Forks Housing Authority Board of Commissioners approved a preference for long term homeless persons. This preference was implemented in June 2008 and is designed to offer housing assistance as quickly as possible to persons and families who have a disabling condition and who have been homeless for a year or more.

## **Attachment B: Membership of Resident Advisory Board 2008**

The following is a list of 2008 current members of the Resident Advisory Board

B J CAMPOS

MARILYN KIMMEL

VERA NICHOLSON

ANDREA UNDERWOOD

**Attachment C: Resident Advisory Board Recommendations.**

**Resident Advisory Board  
Meeting July 15, 2008, 10:00 AM  
At the office of the Grand Forks Housing Authority  
1405 First Avenue North, Grand Forks, ND 58203**

**A. Introductions:**

1. Housing Authority staff present: Lynda Berger, Section 8 Housing Manager.
2. Resident Advisory Board members present: Marilyn Kimmel

**B. Old Business**

Reviewed activities in the 2007-2008 Fiscal Year with the Board. See attached sheet for activities.

**C. New Business.**

1. Reviewed the Draft of the 2009 Streamlined Annual PHA Plan with the Board.

**D. RAB Comments:**

Marilyn said that she thought the Housing Authority was accomplishing its goals, and that its activities help many individuals and families. There were no suggestions for change to the PHA Plan.

**E. PHA's Consideration of Comments**

The Executive Director and the Section 8 Housing Manager reviewed the comments of the Resident Advisory Board following the meeting. The comments of the Resident Advisory Board indicate support and approval of the goals established by the Grand Forks Housing Authority, the past year's activities, and the 2009 PHA Annual Plan.

**F. REVIEW OF ACTIVITIES IN THE 2007 – 2008 FISCAL YEAR**

Presented to the Resident Advisory Board July 15, 2008

1. Fiscal Year: The Grand Forks Housing Authority applied to HUD to change its fiscal year from October 1 through September 30 to January 1 through December 31. The reason for this change is to better coincide with HUD's funding cycle and more efficient tracking of data. HUD approved the change, so the deadline for submission of the next annual PHA Plan is October 15, 2008.
2. The Grand Forks Housing Authority has continued to expand its efforts to preserve affordable housing with the placement of Project-Based Vouchers in three apartment projects. A new property being built in Northwood to replace housing lost after the 07 tornado destroyed existing housing was awarded project-based vouchers. Cottages and

- Suites of Grand Forks are Low Income Housing Tax Credit properties that are limited to
3. 55 and older and would be unaffordable for extremely low-income families without the vouchers.
  4. The Grand Forks Housing Authority received an Award of Merit from the National Association of Housing and Redevelopment Offices for the Promenade affordable housing development in western Grand Forks. The Promenade offers affordable townhomes, duplexes and single family homes for sale. A percentage of the homes must be sold to low income families, and first time homebuyers can receive assistance with the down payment and closing costs through the American Dream Program.
  5. The Grand Forks Housing Authority has continued to encourage Voucher participants to work toward homeownership through the Section 8 Homeownership Program and Counselors.
  6. The Family Self Sufficiency Program has grown from 41 participants to 71 within the past 1 ½ years. The staff encourages participants to seek a better quality of life through this program with the goal of becoming financially independent.
  7. The Housing Authority is developing a four-plex to provide a transitional living facility for families who have had difficulty meeting a renter's responsibilities in the past and who have the desire to learn and accept those responsibilities. Local social service agencies will be asked to work with these families to provide education, encouragement and support for the betterment of their futures.
  8. The Grand Forks Housing Authority Board of Commissioners and Grand Forks Home Board of Commissioners approved a Long Term Homeless Preference for applicants of the Voucher and Project-based Programs. This preference is in support of the Grand Forks City's 10 Year Plan to end Homelessness, and is designed to offer housing assistance as quickly as possible to persons and families who have a disabling condition and who have been homeless for a year or more.
  9. The Grand Forks Housing Authority received a 100% High Performer rating in the 2007 SEMAP review from HUD.

## **Appendix D: Resident Member of the PHA Governing Board**

Resident Member of the Grand Forks Housing Authority Board of Commissioners is Jennifer LeFebvre.

The Mayor of the City of Grand Forks, Michael Brown, appoints members of the governing board.

Jennifer was appointed in 2005 as the first resident member of the Board to fulfill the term of the Commissioner who resigned to allow for her appointment to the Board. The term of her appointment ended in August 2006.

When Jennifer's term expired, she was not eligible for re-appointment because her participation in the Voucher Program ended when she became self-sufficient and a homeowner. An outreach was conducted in 2007 and again in 2008. The 2007 effort did not result in the selection of a qualified Voucher Participant to replace Jennifer as the resident member of the Board. Therefore, Jennifer continues to fill the resident's seat.

In 2008, another outreach was conducted and has resulted in two Voucher Participants expressing interest in filling the resident's seat on the Board. The Board is conducting interviews and will consider the candidates' qualifications. If one or both of the candidates meets the Board's standards, the candidates' names will be submitted to the Mayor for approval or disapproval. The Mayor has the authority to appoint persons to the Housing Authority Board.

It is the Grand Forks Housing Authority policy that when no eligible or qualified Section 8 recipients are identified and willing to serve, the current Board member filling the resident Board seat, whether eligible or not, will continue to hold that seat until a replacement is appointed by the Mayor.

## **Attachment E: Definition of Substantial Deviation and Significant Amendment or Modification.**

### **A. Substantial Deviation from the 5-year Plan:**

A substantial deviation from the 5-year Plan is defined as a change in policy or program that would significantly alter the stated goals of the Grand Forks Housing Authority. If an event or development occurs, which may or should result in a substantial deviation, the Board of Commissioners will be presented with a written explanation, information and documentation concerning the circumstances. The Board of Commissioners shall discuss and consider the options and merits of amending or modifying the 5 Year Plan.

### **B. Significant Amendment or Modification to the Annual Plan:**

A change in policy or program that would significantly alter the goals set by the Housing Authority, change the nature of the programs, and/or significantly impact the LMI population served by the programs administered by the Grand Forks Housing Authority may result in an amendment or modification to the Annual Plan. If the Board of Commissioners recommends a significant amendment or modification to the Annual Plan, the Housing Authority shall publish a notice of the proposed change in a newspaper of general circulation, and allow a 30 day comment period before holding a public hearing regarding the proposed change. HUD will be notified of a proposed change or final change as required by regulation.

## **Attachment F:**

### **GRAND FORKS HOUSING AUTHORITY POLICY VIOLENCE AGAINST WOMEN ACT AND LIMITED ENGLISH PROFECIENCY**

#### **A. Violence Against Women Act**

In response to the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA), the Grand Forks Housing Authority has established a policy against the eviction and/or termination of housing assistance to victims of domestic violence, dating violence, or stalking in connection with the Section 8 Housing Assistance Programs. In this effort, the Administrative Plans for both the Section 8 Project Based and the Housing Choice Voucher Programs were revised to include strong and specific language prohibiting such actions against victims. The Housing Choice Voucher Administrative Plan is part of the supporting documents available for review with the 2009 PHA Plan.

The revisions to the HCV Administrative Plan include the following policies:

1. Prohibition against the denial of an applicant based on a member of the household having a history of or being a victim of domestic violence, dating violence, or stalking.
2. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking is not considered as a serious or repeated violation of the lease by the victim, and is therefore not good cause to terminate assistance, or occupancy of the victim.
3. Criminal activity directly relating to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household, guest of other person under the tenant's control shall not be cause for termination of assistance, tenancy or occupancy rights if the tenant, or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, or stalking.
4. Assistance for the perpetrator of domestic violence, dating violence, or stalking may be terminated or the owner may bifurcate the lease to remove the perpetrator from the household.
5. The transfer of housing assistance or Portability may not be denied to a tenant who violated previous assisted lease terms solely in order to move out quickly because of the fear of domestic violence.
6. Certification that the individual is a victim of domestic violence, dating violence, or stalking will be requested and will be held in strict confidence.

#### **B. Limited English Proficiency**

The Grand Forks Housing Authority (GFHA) has incorporated policy prohibiting discrimination against persons with limited English proficiency (LEP) into its Administrative Plan. The GFHA has long had a policy to provide interpretation to LEP persons. Following the Final Guidance regarding LEP published January 22, 2007, the Administrative Plan was revised to strength this policy, and the GFHA has undertaken a four factor analysis as provided for in the Final Guidance. The Housing Manager serves on the Advisory Board for the New American Services Program in Grand Forks.

The results of the four-factor analysis indicate that less than 5% of the eligible population and less than 1000 persons have limited English proficiency, and therefore, no written translation is required. The Housing Authority works closely with community agencies, and the University of North Dakota to provide assistance and competent translations as required. The GFHA will take necessary and reasonable steps to assure that LEP persons have access to the housing assistance programs under its management and administration.

**Attachment G:**

**PUBLIC COMMENTS AND BOARD APPROVAL OF 2009 PHA ANNUAL PLAN**

After publishing a notice in a newspaper of general circulation, and a thirty day comment period following the notice, a public hearing on the 2009 PHA Annual Plan was held Wednesday September 10, 2008 at 9:00 AM in the office of the Grand Forks Housing Authority. There was no one in attendance.

No comments were received from the public, participants, or from the Resident Advisory Board.

The Grand Forks Housing Authority Board of Commissioners met on Thursday October 2, 2008 at 11:30 AM. The Board approved the 2009 PHA Annual Plan and the Chairman signed HUD form 50077, PHA Certification of compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan for Fiscal Year 2009.