

PHA 5-Year and Annual Plan

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

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>Housing Authority of the City of Grand Forks, North Dakota</u> PHA Code: <u>ND012</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>1220 + 20 FUP and 25 recently received VASH</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	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 for the next five years: N/A				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A				

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures:

- In mid-2010 the GFHA submitted a request to the Otto Bremer Foundation for grant funds to cover the cost of researching the viability of a Community Land Trust in the Grand Forks community. If determined viable, these efforts will improve the quality of affordable housing in Grand Forks County considerably by building, acquiring, and rehabilitating homes in the Grand Forks area. Homes where maintenance has been deferred are likely to be selected for rehabilitation, especially those that are currently located in our lowest income areas. In turn, this will increase the number of homes that are safe and desirable but still within a price range that Housing Choice Voucher Home Ownership participants can afford when additional CLT subsidy is provided. Such improvements will also encourage neighboring landlords to keep their maintenance up to par, providing a safer and more comfortable environment for our clients and the community as a whole. All of these factors will aid in deconcentrating poverty in our community.

Financial Resources

- We were notified in 2010 that we will receive funding for 25 VASH vouchers. To date, the VA has not initiated the program, however it is expected to begin within the next two months.
- Our agency received over \$300,000 in HUD set-aside funding in late spring 2010 in three areas, Category 1: Unforeseen Circumstances, Category 1: Portability, and Category 2: Increased Leasing at the End of the Calendar Year. These funds were necessary to relieve the budget constraints that led to our inability to issue vouchers for the first six months of 2010, and in turn allowed us to begin selecting families for the first time this year in June 2010.

Operations and Management

Since our last Annual Plan we have seen unprecedented need for housing assistance, as well as an unprecedented budget shortfall, causing us to take a new look at the way we operate:

- Between late 2009 and mid-2010 our Housing Choice Voucher waiting list tripled in size, from over 400 families to nearly 1400. In the wake of this dramatic change in need we devoted ourselves to better communication with our clients, and a system that will encourage their proactive cooperation in the process of determining eligibility and streamlining their route to assistance as much as possible. This included the following steps:
 - A waiting list phone line was created and regularly updated to inform applicants of the approximate anticipated wait from application to selection. Similarly, a message was posted on our Web site to keep families aware of the situation as our waiting list lengthened and the time before selection increased accordingly.
 - Upon selection, applicants were given a letter with more specific instructions regarding what proactive work on their end would help us work their file most efficiently. This has improved things on a few fronts:
 - First, we are only holding eligibility interviews with families who have all of the information that we require of all families (i.e. Photo IDs, Social Security Cards, etc.). This has allowed us to only begin the process with families who are ready to receive assistance, rather than duplicating appointments by meeting with someone who is not yet prepared, then having to meet with them again once they have the appropriate documents.
 - Second, families were given a shorter period of time to respond to our letter, with the promise that we would contact them via all of the contact information listed on their application. This has allowed us to purge the families who are not in as significant need and/or do not respond within the allotted seven days from post of the letter.

6.0

We continue to note the need for improvements to our "process," to include the following:

- Utilizing the Yardi software system effectively, allowing us to know each applicant/client's status at any given time, and trust that it is accurate.
- Develop a more efficient way to contact families and purge our waiting list on a more regular basis.
- Minimize the time between issuance of a voucher and utilization by communicating more regularly with families who are searching and helping them find a unit that suits their needs.
- Improve our relationship with apartment owners in Grand Forks by providing educational meetings on a regular basis to keep them aware of their requirements through the voucher program, as well as their rights as landlords.

Designated Housing for Elderly and Disabled Families

- We have not made any changes in this area since our last plan, however, we continue to advocate on behalf of our clients with disabilities, either through conversations with their landlords, or through requests for reasonable accommodations or increased payment standards through HUD.

Community Service and Self-Sufficiency

- Unfortunately, because we were not able to issue vouchers for a significant portion of the year, our FSS recruitment numbers also dropped. This has encouraged us to look for new ways to connect with potential clients, including a program through the United Way, the Starting Out Right Program. Our involvement in SOR started through a chance conversation between a staff member and United Way board members, and has led to the beginning of what we hope will be a great program for years to come. Through SOR, GFHA clients (HCV or Project-based) are eligible for up to \$300 in aid to pay their security deposit and (if funds remain) their first month's rent. Since the United Way created SOR as a self-sufficiency program, voucher clients are required to join the FSS program if they receive these funds (unless their family is elderly/disabled). Not only does this program allow us to get people into homes quickly, it also allows us to connect with families one more time and encourage them to set up employment/education goals, and join the FSS program. We anticipate funding for this program from the United Way in the future, though it is not guaranteed.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

- Main administrative office of the GFHA Grand Forks City Hall Grand Forks Public Library
- Grand Forks Housing Authority Web site: www.grandforkshousingauthority.org

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Over the course of the last year our local need for housing assistance has increased dramatically. Our 2010 PHA Plan noted that 403 families were on the waiting list. In the year since that time our waiting list tripled, at one point reaching nearly 1,400 families. This was due to a halt in selection for approximately six months, before our attrition rate and funding allowed us to begin preparing to issue vouchers again. Today our total waiting list stands at 956 families, 98.1% of which are considered "Extremely Low Income." Once families receive assistance this percentage decreases, currently 70% of our families utilizing vouchers are considered Extremely Low Income, while 26% are Very Low Income and only 4% are considered Low Income.</p> <p>The current racial make-up of our HCV clients varies quite a bit from the most recent U.S. Census Bureau estimates (2009). Comparatively, the census noted Grand Forks County as having 92.7% white persons, while our HCV population is only 77% white. Our HCV population also includes 9% African American, and 9% Native American, as well as 2% Asian. This varies from the census data, which is 1.8%, 2.9%, and 1.1% respectively. While there are a few potential trends that could be noted, we believe the primary reason for this differentiation is the fact that families receiving assistance in our area are more likely to be transient, and the communities from which they come are significantly more diverse, or simply have a different majority population than Grand Forks County. Many of these families come to North Dakota because of our strong economy and rumors of available jobs. Unfortunately, while the economy in Grand Forks is strong, the majority of the new jobs in our state are in western North Dakota, thus these families are not able to find employment as quickly as they'd anticipated.</p> <p>The most recent data related to foreign born persons is from 2000, which noted the percentage as 3.2%. In a state like North Dakota where there are still some elderly individuals living who were born primarily in Norway and Germany, this number likely did not include many families who have recently come to the United States. Unfortunately, since the new census data has not yet been released, we have very little factual information regarding the changes in our population in 2010. We do, however, have subjective information from other organizations in the region. Organizations that deal with emergency housing and food assistance have noted a dramatic increase in the number of refugee families who are coming to the area. Unfortunately, it appears that many of these families have been in the United States for a number of years and therefore are no long receiving assistance related to their refugee status, yet they have not yet had enough time to learn the language and job skills that would allow them to work most full time jobs in our area. Families in this situation are most often from Somalia originally, and move to the Grand Forks area from larger metropolitan areas (primarily Minneapolis, Atlanta, and Chicago). This lack of income or financial assistance creates an issue because many of these families are unable to pay their initial security deposit, and they are also ineligible for programs from other organizations because they have already utilized their funding. This, of course, is an issue that is not limited to the refugee population. The Starting Out Right program through the United Way is a self-sufficiency program, of which one aspect is assistance with security deposits. In only two weeks at the end of September/beginning of October 15 families were referred to this program after stating they would be unable to pay a security deposit without SOR assistance. Grand Forks has also seen a significant increase in the number of families from Bhutan, however these families are still typically working with refugee resettlement groups and therefore have some income and less need for assistance in covering security deposits.</p> <p>While we do not track information regarding disabilities at the time of application, we do know that over 32% of our HCV families have a disability within the family. When broken into groups of elderly and non-elderly families, these percentages are 39% disabled and 31% disabled, respectively. Obstacles for our population with disabilities vary depending on the specific issues the family faces. The most frequently noted issue is that units that are considered "accessible" do not fully meet their needs, and units that are truly accessible to their needs are too expensive for our local payment standard.</p> <p>Additionally, the Grand Forks Housing Authority has been a leading organization in the planning and implementation of Grand Forks Project Homeless Connect, which will take place for the second year on November 18, 2010. This event has now become "Project Connect" focused on all issues related to housing and the needs of families who have housing issues, rather than simply those who are homeless. Last year around 150 people attended the event, and we expect this number to grow significantly on an annual basis. This event allows us to connect with families who have not yet utilized housing assistance and should provide more useful information in determining the needs of our community in the year to come.</p>

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>N/A</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <ul style="list-style-type: none"> • <i>Note format: Previous goal listed first in bold: Current status to follow.</i> • Reach 100% compliance on all SEMAP indicators: Accomplished in 2009 (report completed in 2010) • Offer clients a minimum of 3 opportunities to provide written feedback regarding our process. These 3 include: at the time of application, following each annual recertification, and at the end of their assistance. Opportunities for comment will also be available whenever a client would like to leave information. While we have implemented the use of a "comment box" in our lobby and a virtual version on our Web site that participants can use at any time, we have not yet initiated any type of plan related to getting their feedback at a specific time during their utilization of our program. • Reduce process time (selection to "ready to rent") to 30 days for those who have reached the top of the waiting list. We have just recently begun issuing vouchers again due to a shortage of funds/availability in the beginning of 2010. For this reason, we have not had a chance to monitor a comparable situation to previous years. • Utilize vouchers at a minimum rate of 97% throughout the fiscal year; Similarly to the previous issue, this goal has been difficult to reach because of the unknown factors of funding and unprecedented need. We were dramatically over-utilized during the earliest months of the year, which means we are now forced to be "under-utilized" as we try to close the year around 98% utilization. • Decrease expenses associated with providing housing assistance in an effort to continue assistance for as many families as possible. No progress to date – another difficult issue when dealing with the inconsistency in our voucher program. • Utilize all FUP vouchers, freeing funds to provide housing assistance to other eligible families. We have not yet had a month when all FUP vouchers were utilized. The turnover rate for these vouchers has been dramatically higher than our others. • Increase the utilization of our existing voucher home ownership program to 5 or more families per year through more informational materials and increased promotion by Housing Choice Voucher Administrators. After further research, we came to the conclusion that the issue was not related to a lack of interest in the current program, but instead the issue lies in the lack of affordable home ownership opportunities within our community. It is virtually impossible for a family to find a home in the community where the house payment and utilities combined cost less than the Payment Standard, even when local first-time homebuyer programs are utilized. For this reason, we began looking into the possibility of creating a Community Land Trust, which reduces home prices through land retention by the seller. We are currently searching for funding for this program, and are working with a consultant to develop a CLT that is most suited to our needs. • Promote the Family Self-Sufficiency program to all eligible clients starting when they first apply, with the goal of reaching over 150 FSS participants. Encourage these families to participate in self-sufficiency counseling as well as enrolling in workforce training programs at local Neighborhood Networks Centers. Due to the lengthy time we were unable to issue new vouchers, we were not able to recruit new FSS participants through our previous techniques. While this has decreased our number of participants, it has also encouraged our FSS staff to use new recruitment techniques. Returning to a point where we are issuing at a higher rate is expected to help increase our number of participants. • Consistently work with Family Self-Sufficiency Program Coordinating Committee to ensure all vital service providers are represented or associated with our daily work and aware of our clients' needs. Maintain a PCC representing over 15 service organizations throughout the community. Our FSS staff has plans to meet with the PCC as usual and continues to receive advice from them on referrals and other related issues. • Improve the overall organizational effectiveness of the Housing Authority of the City of Grand Forks in such a way that we are able to provide the most efficient and client responsive organization reasonably possible with the resources available. The GFHA has faced a number of unprecedented obstacles this year, to include significant budget strains. We continue to work toward this goal and look forward to improving our techniques in responding to new obstacles. <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>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. As with any situation that would significantly alter our goals, if an event or development occurs that may result in a substantial deviation, we would inform our Board of Commissioners through a written explanation, information, and documentation concerning the circumstances. Once they have been informed and they have had an opportunity to ask any necessary questions the Board of Commissioners shall discuss and consider any options and merits of amending or modifying the 5-Year Plan.</p> <p>A change in policy or program that would significantly alter the goals set by the Housing Authority of the City of Grand Forks, change the nature of the programs, and/or significantly impact the LMI population served by the programs administered by the 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.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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Attachment 11.f Resident Advisory Board Recommendations

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

If yes, provide the comments below:

PHA Plan elements responded to by *Resident Advisory Board Members* are listed below.

From Section 6:

“A waiting list phone line was created and regularly updated to inform applicants of the approximate anticipated wait from application to selection. Similarly, a message was posted on our Web site to keep families aware of the situation as our waiting list lengthened and the time before selection increased accordingly.”

Residents noted that they felt the letter online was merely an explanation of our difficulties in not having funds to issue vouchers. It was noted by GFHA staff that this is necessary, along with providing the approximate wait time, in keeping applicants informed of the situation and was written in response to the most frequent questions.

It was recommended that the phone number also be linked online, and that the letter be written in more easily understandable terms for those who do not speak English as a primary language.

“First, we are only holding eligibility interviews with families who have all of the information that we require of all families (i.e. Photo IDs, Social Security Cards, etc.). This has allowed us to only begin the process with families who are ready to receive assistance, rather than duplicating appointments by meeting with someone who is not yet prepared, then having to meet with them again once they have the appropriate documents.”

Resident Advisory Board members had questions related to how this information was specified to applicants prior to their Eligibility Interviews. GFHA staff responded that applicants are told everything that is required in their initial selection letter, and that not having these items simply means that an Eligibility Interview cannot take place yet, it does not mean that they will

be deemed ineligible or removed from the selected list. Families are required to set up an appointment within 30 days of receipt of their selection letter, so it is possible that a family could be removed for not responding if they are unable to provide required documents prior to this interview, however we are willing to accept proof that they have applied for the documents in the event that there is a clerical delay holding up their documents.

“Second, families were given a shorter period of time to respond to our letter, with the promise that we would contact them via all of the contact information listed on their application. This has allowed us to purge the families who are not in as significant need and do not respond within the allotted seven days from post of the letter.”

RAB members noted that this seemed somewhat self-defeating in that the GFHA is working to utilize vouchers, yet they are not providing for circumstances where addresses may change without much notice. GFHA responded by reiterating the fact that applicants are contacted via phone and e-mail as well if additional contact information has been provided. The GFHA also forwards mail if a forwarding address is provided by the United States Post Office. It was also noted that this decision was made because the trend is that the vast majority of families selected respond very quickly, and this allows the GFHA to move forward with selecting more families from the list rather than waiting for others to respond.

“Over the course of the last year our local need for housing assistance has increased dramatically. Our 2010 PHA Plan noted that 403 families were on the waiting list. In the year since that time our waiting list tripled, at one point reaching nearly 1,400 families. This was due to a halt in selection for approximately six months, before our attrition rate allowed us to begin preparing to issue vouchers again. Today our total waiting list stands at 956 families, 98.1% of whom are considered “Extremely Low Income.”

The connection between a lack of affordable housing (as mentioned in other parts of the PHA Plan) and income levels was mentioned. Is there a relationship between what housing is available and how many families are considered Extremely Low Income? While GFHA staff believed the affordability of housing certainly relates to a families ability to afford other essential services and potentially begin saving money, it is unlikely that it would change the income of families. This led to a conversation related to the area median income and the difference between the AMI and what would be considered a “living wage” in our area. RAB members also noted the need for increased payment standards, which are currently based on rents in the entire Grand Forks area rather than the City of Grand Forks, which tends to have rents that are double or even triple those of other rental units in the determined MSA.

"For this reason, we began looking into the possibility of creating a Community Land Trust, which reduces home prices through land retention by the seller. "

Questions were asked related to the Community Land Trust and the details of how it would work. There was an obvious excitement and curiosity about the concept.

Additional comments from the RAB were made related to the Starting Out Right program, the FSS program, and our marketing. We noted suggestions about marketing these programs more clearly and helping clients understand how little time is really required to be successful in both programs. These suggestions were passed on to GFHA Starting Out Right and Family Self-Sufficiency staff to be utilized in their future marketing plans.

Attachment 11.g Challenge Elements

No elements of the PHA Plan were challenged in RAB meetings, the public comment period, or during the meeting of the GFHA Board of Commissioners.

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.**
 - 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and
 - 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA Five- Year and Annual PHA Plans**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ Five- Year and/or X Annual PHA Plan for the PHA fiscal year beginning 1/1/11, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

HA of the City of Grand Forks, ND
 PHA Name

ND012
 PHA Number/HA Code

Five-Year PHA Plan for Fiscal Years 20__ - 20__

Annual PHA Plan for Fiscal Years 2011 - 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Terry Hanson	Executive Director
Signature	Date
	10-8-10

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Grand Forks, North Dakota

Program/Activity Receiving Federal Grant Funding

HCV (Section 8)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

1405 1st Avenue North
Grand Forks, ND 58203
Grand Forks County, ND

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Terry Hanson

Title

Executive Director

Signature

X



Date

10-8-10