

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
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Grand Forks, ND</u> PHA Code: <u>ND012</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2015</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</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input 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: GFHA's mission is to provide safe, decent, affordable housing for all residents of Grand Forks County.					
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. <ul style="list-style-type: none"> • Review procedures and implement alternative administrative practices to reduce administrative cost burden. • Review application form in an effort to make submission and staff review more efficient. • Research options for expediting 3rd party verifications to reduce length of eligibility process. • Regularly attend Apartment Association meetings to help apartment owners and managers better understand local housing assistance programs. • Advocate on behalf of affordable housing to City, State, and Federal leaders in an effort to: <ul style="list-style-type: none"> ○ Increase funds expended toward affordable housing ○ Advocate to increase frequency of Federal housing analysis of North Dakota's housing conditions, allowing for adequately increased payment standards. ○ Make decision-makers aware of the housing issues facing our lower income citizens, many of whom are seeing rent increases of 10-20% annually while incomes are only increasing 0-3%. • Consistently operate HCV program at a utilization rate of no lower than 97% throughout the year. • Engage community partners to increase referrals for the Family Unification Program and maintain at least 80% FUP utilization. • Receive 100% score on annual SEMAP assessment. 					

<p>6.0</p>	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>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. <i>Though GFHA still maintains a “local residency preference,” the agency simplified qualification for the preference greatly in 2014 in an effort to reduce administrative and client burden.</i></p> <p>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. <i>Due to Administrative Fee Funding shortages the GFHA has had to supplement the administration of the Section 8 Housing Choice Voucher Programs with its' own operating funds. This will amount to approximately \$187,000.00 or 21% of the annual administration allowable funding.</i></p> <p>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. <i>GFHA’s Managed Properties purchased equipment for the eradication of bed bugs a few years ago. Now that the agency has worked to perfect an inspection and treatment plan within GFHA properties, the technician and maintenance department are making services available to other agencies. HCV HQS Inspectors are also aware of bed bug inspection procedures and are prepared to refer landlords to the GFHA for treatment if necessary.</i> <i>GFHA’s Administrative Plans are currently being updated to become consistent with the definitions and policies of the Equal Access Rule.</i></p> <p>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. <i>See Attachment</i></p> <p>(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.</p> <ul style="list-style-type: none"> ● Main administrative office of the GFHA ● Grand Forks Housing Authority Web site: www.grandforkshousingauthority.org
<p>7.0</p>	<p>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></p> <p><i>Homeownership: GFHA’s FSS Coordinators continue to work with families interested in home ownership. Staff often refer participants to Grand Forks Community Land Trust or first-time homebuyer programming offered by the State. Unfortunately, strict interpretation of HOME funding at the state level has led to a dramatically reduced allocation of HOME funds for low-income home ownership locally.</i></p> <p><i>Project-based Vouchers. The Grand Forks Housing Authority currently utilizes 120 total Project-Based Vouchers in the following census tracts: 118 (4), 112.5 (76), 106.2 (22), and 101.2 (18).</i></p>
<p>8.0</p>	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
<p>8.1</p>	<p>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.</p>
<p>8.2</p>	<p>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.</p>
<p>8.3</p>	<p>Capital Fund Financing Program (CFFP).</p> <p><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.</p>

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>Thanks to the addition of nearly 1,000 new rental units in recent years, the local vacancy rate has finally risen consistently above 3%. Unfortunately, these units are considered “luxury” rentals and typically start at around \$900 or more for a one-bedroom unit. In many cases, families of 3 or 4 are paying \$1,500/month or more when including utilities. While the increase in vacancy rates should stabilize the market, it is not anticipated that rental rates will be reduced, they will simply remain the same or see slower increases.</p> <p>The relationship between home ownership options and rental options in Grand Forks has become significantly more intertwined in recent years, as the availability of homes under \$250,000 was drastically low (approximately 10% of needed stock). This caused many potential first time homeowners to maintain their rental status longer, taking up units and decreasing vacancy rates, subsequently increasing rents and standards for renters. Additionally, many outside investors are purchasing homes and row-homes in Grand Forks and turning them into high-priced rentals (\$1,000 - \$2,000/month). Similarly to newly constructed units, while these may add housing stock, they are largely unaffordable to GFHA clients as they are significantly beyond most payment standards.</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>Grand Forks and the entire State of North Dakota are currently experiencing an economic boom. While this brings many benefits, it creates a crisis for housing. The GFHA will continue to partner with housing authorities and housing agencies throughout the state to promote innovative housing solutions and overall investment in affordable housing.</p> <p>Housing advocates will also work with local decision-makers, business leaders, and economic forces to encourage understanding of the relationship between housing availability and economic success. We will work with apartment developers and landlords to help create an understanding of the housing choice voucher program, payment standards, and utility allowances and encourage participation in the program.</p> <p>In response to the overwhelming response from participants, the GFHA will continue to push for new analysis of housing conditions in North Dakota, with the hope of encouraging more realistic Fair Market Rents. Without FMRs that accurately portray the community, vouchers cannot be utilized and families inevitably become or remain homeless.</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"> ● Reach 100% compliance on all SEMAP indicators: Though GFHA had difficulty utilizing 98% of its vouchers in 2013, the per unit cost continues to be significantly high, leading to over 98% budget utilization. ● 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. GFHA has expanded this to include feedback received on social media, particularly via Facebook. ● Reduce process time (selection to “ready to rent”) to 30 days for those who have reached the top of the waiting list. Processing time is now, generally, within 30 days. Unfortunately, families are often unable to find a unit within the payment standard in a reasonable amount of time. ● Utilize vouchers at a minimum rate of 97% throughout the fiscal year. Increased rents have made it difficult for most families to find apartments within the current payment standard. This has lowered the rate of utilization, though the budget has typically been over 97% utilized throughout the year. ● Decrease expenses associated with providing housing assistance in an effort to continue assistance for as many families as possible. The GFHA has made a number of budget cuts due to the reduction in HCV Administrative funding. While the program is still functioning, there is a common belief that additional budget availability would allow for families to receive assistance more efficiently. Today, the GFHA has to use funds from outside its HCV program simply to cover administrative costs of the program. ● Utilize all FUP vouchers, freeing funds to provide housing assistance to other eligible families. A new MOU has been established with PATH, the new organization working with youths aging out of foster care. ● 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. FSS Staff continue to meet with the PCC on a regular basis, receiving comments and passing these on to other GFHA staff as applicable. ● 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 continues to face significant budget strains, but has worked hard to get through these issues. While the GFHA’s Housing Choice Voucher Program has continued to operate, it is believed that the program would be more successful if enough administrative funding were available to process more families and help them receive the housing assistance they need during one of the most difficult housing scenarios in North Dakota’s history. <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>
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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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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

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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

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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.

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Attachment: Violence Against Women Act (VAWA).

- The GFHA regularly works with the Community Violence Intervention Center (CVIC), the local agency serving victims of domestic violence, to provide safe housing opportunities for these families.
- The GFHA Administrative Plan currently has the following policy related to domestic violence:

2.20 Violence Against Women Reauthorization Act of 2005

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based upon consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.

Stalking means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death, or serious bodily injury to, or to cause substantial emotional harm to a) that person, b) a member of the immediate family of that person, or c) the spouse or intimate partner of that person. The term immediate family member means: a spouse, parent, brother, sister or child of that person or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

Victims of Domestic Violence

An individual's status as a victim of domestic violence, dating violence or stalking is not a basis of denial of admission or denial of housing assistance. An incident or incidents of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease. The offender may be denied tenancy and/or housing assistance while the victim may be admitted.

The Violence Against Women Reauthorization Act of 2005 (VAWA) limits the owner's and the Housing Authority's right to deny tenancy or program assistance under certain circumstances. An owner and the Housing Authority shall not consider actual or threatened domestic violence, dating violence or stalking (hereafter referred to as domestic violence) as a cause for denial of assistance, denial of tenancy, and occupancy or program assistance of a victim of such violence. Participants shall be provided notice of their rights under VAWA in the Leasing Packet.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth who is protected from that person's acts under the domestic of family violence laws of the jurisdiction.

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consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.

The term stalking means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death, or serious bodily injury to, or to cause substantial emotional harm to a) that person, b) a member of the immediate family of that person, or c) the spouse or intimate partner of that person. The term immediate family member means: a spouse, parent, brother, sister or child of that person or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

All information provided to the Housing Authority or to the owner regarding domestic violence must be retained in confidence. The information shall not be entered into any shared database nor provided to any related entity, except to the extent that the disclosure: a) is requested or consented to by the individual in writing, b) is required for use in an eviction proceeding, or c) is otherwise required by applicable law.

When an applicant or tenant claims that he or she is a victim of domestic violence, the Grand Forks Housing Authority shall request certification that he/she is a victim of such violence using form HUD-50066. The certification must include the name of the perpetrator and be provided within 14 business days after the individual receives the request for the certification from the Housing Authority. An individual may satisfy the certification requirement by providing documentation on letterhead and signed by an employee, agent or volunteer of a victim service provider, attorney or a medical professional, from whom the victim has sought assistance in addressing the actual or threatened abuse. An extension may be approved for submission of the certification if the individual can show that there is/are unavoidable circumstances preventing the certification from being completed and/or submitted to the Housing Authority, but no more than 30 days.

The Housing Authority may deny tenancy to the perpetrator and require that the perpetrator not be a guest in the unit and not permitted on the premises of the property. Program assistance and/or tenancy of the victim may be denied for failure to meet tenant selection criteria other than an act of domestic violence, or if the Housing Authority or manager can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenancy of the victim is not terminated.

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Resident Advisory Board Comments

RAB members were very complimentary of the GFHA staff and handling of their cases. Concerns were expressed related to:

- High cost of apartments in Grand Forks
- Decreasing maintenance standards of local landlords
- Stricter selection policies of local landlords related to credit, income, and criminal background
- Lack of accessible housing in Grand Forks
- Rapidly increasing rents, while incomes increase slowly (if at all)
- High costs related to: maintenance, garages, pet fees, etc.
- Significant fees (\$75 or more) if requesting a month-to-month lease after 12 months.

GFHA Plans in Response to RAB Comments

Grand Forks and North Dakota are thriving economically at this time. Unfortunately, that economic boom does not provide a financial benefit for all residents of the state, though it does increase demand and, subsequently, the price of all types of housing. GFHA staff will work with the local apartment association to help them understand local payment standards and the need for affordable housing in the community. The GFHA does not have any desire to “control” rents in the community, but would instead focus on the need for development or rehabilitation of standard units in the community rather than the luxury apartments that have been developed in recent years. This may include encouraging the use of Federal programs like low-income housing tax credits.

Recognizing that the increase in housing prices is a normal factor in economic growth, the GFHA’s primary goal will be to work with those at the Federal level who determine payment standards in the local area. Payment standards have been significantly lower than necessary in North Dakota for half a decade and the gap between payment standards and actual rent averages continues to grow. GFHA management will continue to advocate on behalf of our clients to increase these payment standards to a level that allows them to find safe, decent, sanitary housing in our community.

Challenged Elements

No elements of the GFHA PHA Plan were challenged, though a public comment was received requesting clarification that it was not the intent of the GFHA to implement or encourage “rent controls.” While GFHA staff believe it would be a benefit to the community to see more affordable housing available, it is not by any means the goal of the organization to control the market. In lieu, the GFHA is encouraging two things: development or rehabilitation of existing affordable housing with less expensive features; and new, more frequent analysis by those at the Federal level who determine fair market rents and, subsequently, payment standards.