

Great Plains Housing Cooperative | gphc.biz

Dickey Sargent Housing Authority | Eddy County Housing Authority | Foster County Housing Authority
Stutsman County Housing Authority | Wells County Housing Authority



2015 FIVE-YEAR PLAN AND ANNUAL PLAN

ND011

STUTSMAN COUNTY HOUSING AUTHORITY

300 2nd Ave NE – Suite 200

Jamestown, ND 58401

“It is the mission of the Stutsman County Housing Authority to provide safe, affordable housing opportunities for persons with low and moderate income and to promote economic self-sufficiency of families.”



GOAL ONE: *To increase the availability of decent, safe and affordable housing by maximizing participation in Section 8 Tenant Based Rental Assistance Program.*

OBJECTIVES:

1. The SCHA staff will monitor the HAP payments monthly to ensure that either 100% of all anticipated Annual Contributions Contract is utilized or that 95% of total unit months are leased.
 - a. PHA will continue to “issue” vouchers in an effort to utilize a greater amount of budget authority while maintaining financial stability.
 - b. The housing authority developed waiting list preferences and required documentation for applicants claiming preferences. Applicants are assigned a preference at the time of application and can request a review of the preference if proper documentation is provided.
 - c. Victims of Domestic Violence
 - i. Documentation required: Victims must sign a confidentiality release and/or provide a letter from a domestic violence center stating the center worked with the applicant. (Depending on availability and financials, this does not guarantee immediate placement)
 - d. Rural preference
 - i. Applicants who apply from a rural community with the intent to live in a community will receive a boost in preference.
 - e. Individuals or families residing within Stutsman & Logan Counties (processed in the following order)
 - i. Elderly and disabled households
 - ii. Families with minor children
 - iii. Singles
 - iv. Applicants must provide documentation demonstrating a residence in Stutsman or Logan Counties. Documents must show a current Stutsman or Logan County

Stutsman County HA

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Jamestown, ND 58401
701-252-1098
Fax: 701-252-7735

Foster County HA

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Carrington, ND
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Fax: 701-252-7735

Dickey-Sargent County HA

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Eddy County HA

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701-947-2008 ext. 2023
Fax: 701-947-2279

Wells County HA

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address (PO Box addresses not accepted). Acceptable documents include pay stubs, utility bills, lease, cell phone or phone bills, or a notarized letter demonstrating established residence.

- f. Non-residents of Stutsman & Logan Counties (processed in the following order)
 - i. Elderly and disabled households
 - ii. Families with minor children
 - iii. Singles
 - g. The point system sorts applicants based on their score, lowest number of points first, then sort by date and time of application. The point ranking is as follows:
 - i. Local preference (Non-rural communities) - 10 points
 - ii. Local preference (Rural communities) - 5 point
 - iii. Victim of Domestic Violence - 0 points
 - iv. Elderly / Disabled - 2 points
 - v. Families - 3 points
 - vi. Singles & Couples - 4 points
 - vii. Outside - 20 points
 - h. In an effort to minimize any disparate impact caused by long-waiting lists, SCHA implemented a 5-to-1 ratio. SCHA will pull one-non-local applicant for every five local applicants pulled from the waiting list. If there isn't a non-local applicant, the housing authority can pull from the local list, but when a non-local applicant is available, the housing authority must pull them prior to a local applicant.
2. The SCHA has entered into cooperative portability arrangements with other PHAs in the state to utilize any excess funds. Although, SCHA will reduce portability arrangements when possible to support additional assistance locally.
 3. SCHA will provide rental assistance program throughout its jurisdiction by providing assistance to families at or below 50% of area median income while targeting 75% of all new admissions to families with exceptionally low incomes of less than 30% of median.
 - a. SCHA has established a tracking mechanism to select applicants to meet the 75% target.
 4. If invited by HUD, SCHA will submit application to administer Section 8 Housing Choice Vouchers provided to families living in developments affected by the "opt-out" by owners of the project based Section 8 program.
 5. Conduct a housing survey to use in the setting of the Payment Standards in the 90-110% range of the Fair Market Rents.
 - a. HUD issues new market rates in the 3rd quarter of each year. SCHA will review and if needed, adjust rates to ensure applicants can find affordable housing locally, and have the new rates available starting January 1. SCHA will also utilize services to maintain an accurate utility rate schedule.
 6. Through efficient management of program, the SCHA will maintain its Restricted Net Assets fund which will be used to increase housing opportunities.
 7. Through various forms of print media, the SCHA will educate the participants, the landlords and the community on agency programs and guidelines.
 8. Through constant monitoring, the SCHA will insure effective management of the voucher

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program resulting in the Section Eight Management Assessment Program (SEMAP) rating of high performer.

9. SCHA will work with local, regional, and state agencies to provide transitional services for families relocating with special needs.



GOAL TWO: *To assist families in the nine count region obtain affordable housing by providing a grant for security and/or utility deposits.*

OBJECTIVES:

1. Act as lead agency in a regional coop application to the North Dakota Division of Community Services for tenant based rental assistance funding under the HOME program. These funds will be used in emergency situations to prevent homelessness or to assist persons in transitional housing to secure permanent rental housing. Funds will also be used to assist low income families in securing a more affordable rental unit.
2. Provide sound fiscal management of grant funds.
3. Request North Dakota Division of Community Services to release unexpended funds for the HOME Tenant Based Rent Assistance program. SCHA will partner with other groups and agencies to increase the availability of funds.



GOAL THREE: *To provide technical assistance to other housing authorities in the nine county region and other regions and to establish consortiums to administer any or all housing programs if requests by other PHAS.*

OBJECTIVES:

1. The Executive Director and various staff members assist other PHAs by providing technical assistance at quarterly round tables, through phone inquiries and at local agencies.
2. Participate as presenter for Roundtables for ND PHAs.
3. Provided technical assistance to other small housing authorities in the region.
4. Provide quality control services to other housing authorities.
5. Attend state, regional and national conferences and share information with smaller PHAs with limited resources.
6. Establish a resource center for Directors and Boards of Commissioners.
7. Director will present training on Section 8 to any housing authority as requested.



GOAL FOUR: *To provide technical assistance to other government agencies, non-profits, and the regional homeless coalition.*

OBJECTIVES:

1. The Executive Director and various staff members assist other groups by providing technical assistance by attending meetings.
2. Participate as presenter for area meetings and groups.
3. Provided technical assistance to other small housing authorities and agencies in the region.

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4. Attend state, regional and national conferences and share information with other government agencies.
5. Director will present training on Section 8 to any housing authority or entity as requested.



GOAL FIVE: *To increase communication with landlords, tenants, applicants and other through the use of website.*

OBJECTIVE:

-) SCHA has a website www.gphc.biz and will use that website to post news, policy changes, meeting agendas, important documents, and other information. New developments will be posted on the website, unless required by law to send via mail. The website is a portal for all housing authorities working in collaborative agreements with Stutsman County Housing Authority.



GOAL SIX: *To explore partnerships in bringing affordable housing to the region, and diversifying the administrative portfolio.*

OBJECTIVE:

-) SCHA will work with developers in bringing affordable housing to the region. SCHA will provide technical assistance and support when necessary.
-) SCHA will explore options to develop and own property that would be available to households that are in the low to moderate income levels.



GOAL SEVEN: *To explore Section 8 Homeownership Voucher program in the Stutsman County area.*

OBJECTIVE:

-) SCHA will work with HUD to set-aside up to 15 vouchers to assist families in purchasing a home that is suitable to their needs.
-) SCHA will contact Grand Forks Housing Authority for assistance in setting up a program similar to their Section 8 Homeownership.
-) USDA Rural Development, local banks, and the housing authority will create a partnership to assist clients.



GOAL EIGHT: *Apply for "Moving to Work" program designation under HUD*

OBJECTIVE:

-) The "Moving to Work" designation allows housing authorities to create a different platform of policies and programs to utilize the program to its maximum.
-) "Moving to Work" can allow SCHA to require households have a minimum income, and change program requirements for the medical expense deduction, and have some office burden reductions.

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GOAL NINE: To other programs that serve low to moderate income families and special populations.

OBJECTIVE:

-) SCHA will explore partnerships to create a housing land trust for the region to provide more opportunities for affordable homeownership.
-) Through the ND Department of Commerce, SCHA will examine any programs that may help with housing rehab for elderly or disabled homeowners.
-) The housing authority will explore other options and programs to extend services when funding is available and the program does not create an administrative burden.



GOAL TEN: To program technical and data assistance to other agencies and developers about the region, specific to clientele and region.

OBJECTIVE:

-) SCHA compiles housing data for HUD and reviews that information quarterly to meet rent needs, comparisons, and vacancies.
-) SCHA will provide such data in a timely fashion if it does not interfere or prohibit SCHA employees from accomplishing day-to-day operations.
-) North Dakota Housing and Finance, Jamestown Stutsman Development Corporation, HUD, USDA Rural Development, South Central Dakota Regional Council, other government entities, and other developers require data that SCHA maintains regarding low-to-moderate income families and special populations that is useful for funding opportunities.

The Stutsman County Housing Authority will carry out all activities and items listed in this Plan in compliance with all applicable civil rights requirements and that the Stutsman County Housing Authority will affirmatively further fair housing.

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**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

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 ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning _2018_, 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 has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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.
4. 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.
5. 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing 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 by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - J 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 2010-25);
 - J 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;
 - J Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - J The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - J 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. 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).
18. 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.
19. 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.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Stutsman County Housing Authority

ND011

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2018

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

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 – SCHA Chairperson

Kelly Krein

Signature

Date

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Documentation for changes in the ND011 Stutsman County Housing Authority Annual Plan:

There were no changes to the plan.

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Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p> PHA Name: <u>Stutsman County Housing Authority</u> PHA Code: <u>ND011</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2017</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>596</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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B.	Annual Plan.
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. Continue to pursue voluntary consolidation of housing authorities and programs. May look at VASH, but not until next fiscal year.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>1) Separation of duties – We continue to explore methods to separate duties in a small office. In the past year we have implemented that the Assistant Director must review and approve all HAP prior to the director completing the payments in our software system.</p> <p>2) Accounting principles – The former auditor was unhappy how the fee accountant handled the new GASB 68 rules and the information provided by the State of North Dakota. The Executive Director took a more active role in the financials and visited with others on how to make changes. The State of North Dakota and their auditors posted clearer documentation this year and had the journal entries available online for agencies to use.</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.6	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p>

B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
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Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). 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. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. ([24 CFR §903.7\(o\)](#))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

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 the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour 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

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Dickey Sargent Housing Authority | Foster County Housing Authority
Stutsman County Housing Authority



RESOLUTION #2017-8

RESOLUTION CONFIRMING THE ANNUAL PLAN FOR ND011

WHEREAS, HUD requires PHAs to review their annual plans;

WHEREAS, the housing authority review their annual plan and made changes to such plan;

THEREFORE BE IT RESOLVED THAT board confirms the annual plan updated and approved by the board of commissioners.

Passed and approved this 6th day of April, 2017.

Chairman

Date

Stutsman County HA

300 2nd Ave NE Ste.200
Jamestown, ND 58401
701-252-1098
Fax: 701-252-7735

Foster County HA

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Carrington, ND 58421
701-652-3276
Fax:701-252-7735

Dickey-Sargent County HA

PO Box 624
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Great Plains Housing Cooperative | gphc.biz

Dickey Sargent Housing Authority | Foster County Housing Authority
Stutsman County Housing Authority



RESOLUTION #2017-9

RESOLUTION CONFIRMING THE CIVIL RIGHTS CERTIFICATION.

WHEREAS, HUD requires annual documentation of civil rights certification;

WHEREAS, the PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing;

THEREFORE BE IT RESOLVED THAT board confirms the PHA is carrying out the civil rights laws and is documenting the information for HUD.

Passed and approved this 6th day of April, 2017.

Chairman

Date

Stutsman County HA

300 2nd Ave NE Ste.200
Jamestown, ND 58401
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**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Rikki Roehrich, the Program Administrator
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the
Stutsman County Housing Authority
PHA Name


is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the
State of North Dakota
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

The Stutsman County Housing Authority's goal and objectives to increase the availability of decent, safe
 and affordable housing is consistent with the housing efforts outlined in the State of North Dakota's
 Consolidated Plan.

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
Rikki Roehrich	Program Administrator
Signature	Date
	02/24/2017