



# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

## **2020 FIVE-YEAR PLAN AND ANNUAL PLAN**

ND011  
GREAT PLAINS HOUSING AUTHORITY  
300 2<sup>nd</sup> Ave NE – Suite 200  
Jamestown, ND 58401

---

*“It is the mission of the Great Plains 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 GPHA 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. Mainstream Vouchers (Documentation required. Applicant must be disabled but not elderly, and a new client).
    - i. Live in institutional or segregated living; or
    - ii. Serious risk of institutional or segregated living; or
    - iii. At risk of homeless; or
    - iv. Chronic homeless
  - e. Rural preference
    - i. Applicants who apply from a rural community with the intent to live in a community will receive a boost in preference.
  - f. Individuals or families residing within Stutsman, Logan, Foster and Wells Counties (processed in

**Mailing address: 300 2<sup>nd</sup> Ave NE – Suite 200, Jamestown, ND 58401**

Toll free: 800-340-4537

Phone: 701-252-1098

Fax: 701-252-7735

Web: [www.greatplainsha.com](http://www.greatplainsha.com)

Email: [office@greatplainsha.com](mailto:office@greatplainsha.com)

Locations: Carrington, Ellendale, Jamestown, New Rockford





# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

- the following order)
- i. Elderly and disabled households
  - ii. Families with minor children
  - iii. Singles
  - iv. Applicants must provide documentation demonstrating a residence in identified counties. Documents must show a current Stutsman, Logan, Wells, or Foster County 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.
- g. Non-residents of Stutsman, Foster, Wells & Logan Counties (processed in the following order)
- i. Residents within North Dakota
  - ii. Elderly and disabled households
  - iii. Families with minor children
  - iv. Singles
- h. The point system sorts local applicants based on their score, lowest number of points first, then sort by date and time of application.
- i. The point system sorts local applicants based on their score, lowest number of points first, then sort by date and time of application.
- j. In an effort to minimize any disparate impact caused by long-waiting lists, GPHA implemented a 5-to-1 ratio. GPHA 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 GPHA has entered into cooperative portability arrangements with other PHAs in the state to utilize any excess funds. Although, GPHA will reduce portability arrangements when possible to support additional assistance locally.
  3. GPHA 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. GPHA has established a tracking mechanism to select applicants to meet the 75% target.
  4. If invited by HUD, GPHA 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 3<sup>rd</sup> quarter of each year. GPHA will review and if needed, adjust rates to ensure applicants can find affordable housing locally, and have the new rates available starting January 1. GPHA will also utilize services to maintain an accurate utility rate schedule.
  6. Through efficient management of program, the GPHA will maintain its Restricted Net Assets fund which will be used to increase housing opportunities.

**Mailing address: 300 2<sup>nd</sup> Ave NE – Suite 200, Jamestown, ND 58401**

Toll free: 800-340-4537

Web: [www.greatplainsha.com](http://www.greatplainsha.com)

Phone: 701-252-1098

Email: [office@greatplainsha.com](mailto:office@greatplainsha.com)

Fax: 701-252-7735

Locations: Carrington, Ellendale, Jamestown, New Rockford





# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

7. Through various forms of print media, the GPHA will educate the participants, the landlords and the community on agency programs and guidelines.
8. Through constant monitoring, the GPHA will insure effective management of the voucher program resulting in the Section Eight Management Assessment Program (SEMAP) rating of high performer.
9. GPHA 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-county 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. GPHA 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 combined jurisdictions 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.***

**Mailing address: 300 2<sup>nd</sup> Ave NE – Suite 200, Jamestown, ND 58401**

Toll free: 800-340-4537

Web: [www.greatplainsha.com](http://www.greatplainsha.com)

Phone: 701-252-1098

Email: [office@greatplainsha.com](mailto:office@greatplainsha.com)

Fax: 701-252-7735

Locations: Carrington, Ellendale, Jamestown, New Rockford





# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

## 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.
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***

### OBJECTIVE:

- GPHA has a website [greatplainsha.com](http://greatplainsha.com) 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 Great Plains Housing Authority.
- GPHA will work with federal and state agencies to bring education opportunities to the region.
- GPHA will explore online trainings and videos when possible.

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

### OBJECTIVE:

- GPHA will work with developers in bringing affordable housing to the region. GPHA will provide technical assistance and support when necessary.
- GPHA will explore options to develop and own property that would be available to households that are in the low to moderate income levels.
- GPHA will apply for additional grants and voucher assistance when applicable.

## ***GOAL SEVEN: To adopt other programs that serve low to moderate income families and special populations, and create healthy environments.***

### OBJECTIVE:

- GPHA 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, GPHA 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

**Mailing address: 300 2<sup>nd</sup> Ave NE – Suite 200, Jamestown, ND 58401**

Toll free: 800-340-4537

Web: [www.greatplainsha.com](http://www.greatplainsha.com)

Phone: 701-252-1098

Email: [office@greatplainsha.com](mailto:office@greatplainsha.com)

Fax: 701-252-7735

Locations: Carrington, Ellendale, Jamestown, New Rockford





# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

is available and the program does not create an administrative burden.

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

**OBJECTIVE:**

- GPHA complies housing data for HUD and reviews that information quarterly to meet rent needs, comparisons, and vacancies.
- GPHA will provide such data in a timely fashion if it does not interfere or prohibit GPHA 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, North Dakota Department of Commerce, and other government entities, and other developers require data that GPHA maintains regarding low-to-moderate income families and special populations that is useful for funding opportunities.

***GOAL NINE: To implement and administrate project based vouchers across the jurisdiction.***

**OBJECTIVE:**

- GPHA can develop relationships with housing providers by project basing vouchers that create better opportunities for clients and communities.
- HUD allows housing authorities to use up to 20% of their vouchers towards project based vouchers.
- Project based vouchers are a tool to help develop new units and modify old units.

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

**Mailing address: 300 2<sup>nd</sup> Ave NE – Suite 200, Jamestown, ND 58401**

Toll free: 800-340-4537

Web: [www.greatplainsha.com](http://www.greatplainsha.com)

Phone: 701-252-1098

Email: [office@greatplainsha.com](mailto:office@greatplainsha.com)

Fax: 701-252-7735

Locations: Carrington, Ellendale, Jamestown, New Rockford

