

HOUSING FOR CONVERSION, NEW OR SUBSTANTIAL REHABILITATION
NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 60108 (09/16)

Households and Persons Assisted with Housing (<i>check one</i>) <input type="checkbox"/> Conversion <input type="checkbox"/> New <input type="checkbox"/> Substantial Rehabilitation														
Name of Recipient							Instrument Number							
Assistance Provided by Income Group	Renters					Owners				Homeless*		Non-Homeless Special Needs (L)	Total (M)	Total Section 215 (N)
	Elderly 1 & 2 Member Households (A)	Small Related (2 to 4) (B)	Large Related (5 or More) (C)	All Other Households (D)	Total Renters (E)	Elderly (F)	1st Time Homebuyers		Total Homeowners (I)	Individuals (J)	Families (K)			
							With Children (G)	All Others (H)						
1. Extremely Low Income (0 to 30% MFI)**														
2. Very Low Income (31 to 50% MFI)**														
3. Other - Low Income (51 to 80% MFI)*														
4. Non - Low Moderate (> 80% MFI)														
5. Total - Low Income (Lines 1 + 2 + 3 + 4)														
* Homeless families and individuals assisted with transitional or permanent housing														
** Or, based upon HUD adjusted income limits, if applicable														
6. Additional Information							# Units	7. Lead Paint					# Units	
Of the Total Rental Units:								Applicable Lead Paint Requirement						
Affordable Units								Housing constructed before 1978						
Number of Units Meeting Section 504 for Mobility Disability								Exempt: housing constructed 1978 or later						
Number of Units Meeting Section 504 for Hearing and Visual Disabilities								Exempt: hard costs < = \$5,000						
Number Qualified as Green Building Standards Identify which Program _____								Otherwise exempt						
								Total						
Of the Total Affordable Units:														
Units Occupied by the elderly								Lead Hazard Remediation Actions: (For rehabilitation only)						
Years of Affordability Guaranteed								Lead Safe Work Practices (24 CFR 35.930(b)) (Hard cost < = \$5,000)						
Number Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program								Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000-\$25,000)						
Number Designated for Persons with HIV/Aids Including Number Receiving Assistance for Operations								Abatement (24 CFR 35.930(d)) (Hard cost > = \$25,000)						
Of the Units Designated for Persons with HIV/Aids, Number specifically for Chronically Homeless														
Permanently Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations								Total						
Of Permanent Housing Units Designated for Homeless Number for the Chronically Homeless														

8. Racial/Ethnic Composition of Low Income	Total Number	Number of Hispanic
a. White (11)		
b. Black/African American (12)		
c. Asian (13)		
d. American Indian/Alaskan Native (14)		
e. Native Hawaiian/Other Pacific Islander (15)		
f. American Indian/Alaskan Native & White (16)		
g. Asian & White (17)		
h. Black/African American & White (18)		
i. American Indian/Alaskan Native & Black/African American(19)		
j. Other Multi-Racial (20)		
k. TOTAL		
Of the Total in 8K, Number that are Female Head of Household		

INSTRUCTIONS FOR HOUSEHOLDS AND PERSON ASSISTED WITH HOUSING FOR CONVERSION OR NEW UNITS

Definitions:

Assisted Household or Person - For the purpose of identification of goals, an assisted household or person is one which during the period covered by the annual plan will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds. The program funds providing the benefit(s) may be from any funding year or combined funding years. A renter is benefitted if the household or person takes occupancy of affordable housing that is newly acquired (standard housing), new rehabilitated, or newly constructed, and/or receives rental assistance through new budget authority. An existing homeowner is benefitted during the year if the home's rehabilitation is completed. A first-time homebuyer is benefitted if the home is purchased during the year. A homeless person is benefitted during the year if the person becomes an occupant of transition or permanent housing. A non-homeless person with special needs is considered as being benefitted, however, only if the provision of rental services is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or person who will benefit from more than one program (e.g., a renter who receives rental assistance while occupying newly rehabilitated housing) must be counted only once. To be included in the goals, the household's housing unit must at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see, e.g., 24 CFR Section 882.109).

Section 215 Affordable Housing

1. Rental Housing

A rental housing unit is considered to be an affordable housing unit if it is occupied by a low income household or individual and bears a rent that is the lesser of (1) the Existing Section 8 Fair Market Rent (FMR) for comparable units in the area or, (2) 30 percent of the adjusted income of a household whose income equals 65 percent of the median income for the area, except that HUD may establish income ceilings higher or lower than 65 percent of the median because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

2. Homeownership

- (a) Housing that is for purchase (with or without rehabilitation) qualifies as affordable housing if it (1) is purchased by a low-income, first-time homebuyer who will make the housing his or her principal residence; and (2) has a sale price which does not exceed the mortgage limit for the type of single family housing for the area under HUD's single family insuring authority under the National Housing Act.
- (b) Housing that is to be rehabilitated, but is already owned by a household when assistance is provided, qualifies as affordable if the housing (1) is occupied by a low-income household which uses the housing as its principal residence, and (2) has a value, after rehabilitation, that does not exceed the mortgage limit for the type of single family housing for the area, as described above.

Note: These definitions apply for the purposes of enumerating the number of households assisted with housing meeting the 215 affordable housing definition regardless of the Federal funding source used in support of that housing.

General Instructions:

In completing this Table, report the number of households (or in the case of the homeless, families with children or individuals) which received assistance during the reporting period for each of the categories indicated.

The number of households assisted is to be provided by:

- Income category (i.e., very low-income at or below 30 percent income [Line 1]; very low-income above 30 percent of income, but at or below 50 percent of income [Line 2]; and other low-income [Line 3]);
- Housing type (i.e. renters [Columns A through D] and homeowners--both existing homeowners [Column F], and first-time buyers [Columns G and H]).

The number of homeless families with children or individuals assisted (Columns J & K) shall only be provided by income category. All persons who were homeless prior to being provided transitional or permanent housing assistance are to be reflected in Column J & K, even if the assistance resulted in them becoming renters or homeowners.

Of the total number of very low or other low-income households or homeless persons assisted (Column M), the number of households which occupied units meeting the "Section 215 Affordable Housing" criteria is to be entered in Column N.

The sum of the numbers entered in each line under Column E (Total Renters) and Column I (Total Homeowners) and Column J & K (Homeless) and Column L (non-homeless persons with special needs) should always equal the number entered under Column M (Total Goals).

Column M, Line 4 reflects the total number of low-income households and persons assisted during the reporting period. The grantee must break out that total number by racial\ethnic composition and enter the totals for each of the six racial\ethnic groups indicated on Line 5 (Racial\Ethnic Composition of Total Assisted Household-Line 4, Column M).

Specific Instructions:

Renters Assisted:

Column A - Elderly 1 or 2 Member Renter Households.

Line 1 - Enter the number of **extremely low-income** 1 or 2 member elderly renter households with incomes **at or below 30 percent** of the median income for the area, as adjusted by HUD, who were assisted during the performance period (elderly renter households with more than 2 members should be entered under Columns B, C, or D, as appropriate.)

Line 2 - Enter the number of **very low-income** 1 or 2 member elderly renter households with incomes **above 30 percent, but at or below 50 percent** of the median income for the area, as adjusted by HUD, who were assisted during the performance period (elderly renter households with more than 2 members should be entered under Columns B, C, or D, as appropriate.)

Line 3 - Enter the number of **other low-income** 1 or 2 member elderly renter households assisted during the performance period (elderly renter households with more than 2 members should be entered under Columns B, C, or D, as appropriate.)

Line 4 - Enter the number of **non low-mod income** 1 or 2 member elderly renter households assisted during the performance period (elderly renter households with more than 2 members should be entered under Columns B, C, or D, as appropriate.)

Line 5 - Enter the sum of Lines 1, 2, 3 and 4.

Columns B, C, and D.

Columns B through D are to be filled out in the same manner as Column A. Columns B through C pertain to renter households with 2 or more members of the household related by blood, marriage, or adoption, and excludes 1 or 2 person elderly households. Column D is for all other renter households not entered under Columns B through C.

Column E - Total Renters

Enter for each Line the sums of Columns A, B, C, and D.

Homeowners Assisted:

Column F - Elderly Assisted.

Enter the number of homeowners which, at the time of receiving assistance, are elderly. Column F is to be filled out for Lines 1, 2, 3, 4 and 5 in the same manner as the preceding columns.

Columns G and H - First-time Homebuyers Assisted.

For Column G enter the number of households assisted to become first-time homebuyers (unless the persons were homeless prior to being assisted) who have minor children residing with the household. For Column H enter the number of households assisted to become first-time homebuyers without minor children residing with the household.

Column I - Total Homeowners.

Enter for each line the sums of Columns F, G and H.

Homeless Assisted:

Columns J and K - For Lines 1, 2, and 3, enter the total number of homeless families with children or individuals assisted with transitional and/or permanent housing during the reporting period and enter the total of these three lines on Line 4.

Column L - For Lines 1, 2, and 3, enter the total number of non-homeless persons with special needs who received supportive services and occupied newly acquired, newly rehabilitated, or newly constructed affordable housing and/or received rental assistance.

Total Households and Homeless Families with Children/Individuals Assisted:

Column M - Total Households and Homeless Families/Individuals Assisted.

Line 1 - Enter the total number of very low-income households and homeless families with children/individuals (with incomes at or below 30 percent of median income for the area, as adjusted by HUD) in Column M. This total is derived by adding Line 1 totals from Column E, Column I, and Columns J, K & L.

Line 2 - Enter the total number of very low-income households and homeless families/individuals (with incomes above 30 percent, but at or below 50 percent of median income for the area, as adjusted by HUD) in Column M. This total is derived by adding Line 2 totals from Column E, Column I, and Columns J, K & L.

Line 3 - Enter the total number of other low-income households and homeless families/individuals in Column M. This total is derived by adding Line 3 totals from Column E, Column I, and Columns J, K & L.

Line 4 - Enter 0

Line 5 - Enter the total number of low-income households and homeless families/individuals in Column M. This total is derived by adding Line 3 totals from Column E, Column I, and Columns J, K & L.

Column N - Number of Households Occupying Units Meeting the Section 215 Definition.

Line 1 - Enter the total number of very low-income households with incomes at or below 30 percent of the median income for the area, as adjusted by HUD, from Line 1, Column M that occupy housing units meeting the definition of "Section 215 Affordable Housing."

Line 2 - Enter the total number of very low-income households with incomes above 30 percent, but at or below 50 percent of the median income for the area, as adjusted by HUD, from Line 2, Column M that occupy housing units meeting the definition of "Section 215 Affordable Housing."

Line 3 - Enter the total number of very low-income households from Line 3, Column M that occupy housing units meeting the definition of "Section 215 Affordable Housing."

Line 4 - Enter 0

Line 5 - Enter the sum of Lines 1, 2, and 3, Column M.

6. Additional Information:

Enter the additional information required.

Green Building Standards – attach documentation. Energy Star, Enterprise Green Communities, LEED, ICC-700 National Green Building Standard, EPA Indoor AirPlus or any other equivalent comprehensive green building program.

7. Lead Base-Paint – Enter the lead-based paint information.

8. Racial/Ethnic Composition of Low Income:

Total Number - enter the total number from #5, Column M, by race category.

No. of Hispanic - enter the number of people reported in the Total Number Column with a Hispanic ethnicity.

Of the **total** in 8K., number that are Female Head of Household