

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING
MORTON COUNTY HOUSING AUTHORITY CONFERENCE ROOM
1500 3RD AVE NW, MANDAN
THURSDAY, MARCH 12, 2026 – 3:00 P.M. CST
PHONE 701-663-7494**

AGENDA

- 1) Call to Order
- 2) New Board Members
- 3) Election of Officers
- 4) Approval of Minutes
- 5) Approval of Expenditures
- 6) Financial Statements
- 7) Voucher Activity YTD
- 8) 2025 / 2026 Voucher Equity
- 9) 12/31/25 Audited Financial Statements
- 10) 2026 HUD Voucher Funding & Administrative Fees
- 11) MCHC Management Contract and Office Lease
- 12) Bylaws
- 13) HUD Correspondence
- 14) Public Comment
- 15) Other Business
- 16) Adjourn

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING MINUTES
DECEMBER 11, 2025**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Tim Duppong, Chairman, on Thursday, December 11, 2025, at 4:00 p.m., at the Morton County Housing Authority office in Mandan. In attendance, in addition to Tim were Commissioners Woody Barth, Tom Peters, Steve Maershbecker and Carly Retterath. Also, in attendance were Rick Horn and Kayla Golke of the Management Firm. Paul Tokach, Morton County Commissioner, and Allen Koppy, Morton County States Attorney, were also in attendance.

A discussion was had about a few different items before the start board meeting agenda.

A discussion was had regarding the frequency of the Housing Authority board meetings. Should the meetings continue to be held quarterly or should there be monthly meetings. Tom made a motion to approve quarterly meetings on the 2nd Thursday of every month at 3PM with Carly seconding. The listing of 2026 board meetings will be created and then sent to the Morton County Auditor to place on the county website.

A discussion was had about continuing to use Brady Martz to audit the records of the Authority due to a concern raised by the Morton County Commission. Brady Martz is the only local HUD Auditors. There are quite a few housing authorities in the State that use them. Brady Martz has their own procedures and protocols that they must follow when doing audits. Tom made a motion to continue to engage Brady Martz as the Authority's auditor with Carly seconding. All voted aye. Passed

A discussion was had about who signs the audit engagement letter. Steve made a motion to have the board chairman or a board member sign the audit engagement letter along with the management agent with Tom seconding. All voted aye. Passed.

A discussion was had regarding the housing authority's attorney due to a concern raised by the Morton County Commission. There are limited attorneys in the area that understand the HUD programs. After some discussion, a recommendation was made to continue to use Alex Kelsch and the Kelsch Ruff Kranda Nagle & Ludwig law firm. A suggestion was made to have Alex Kesch train another attorney in their office to handle the housing legal issues in the future.

Following a review of the minutes of the meeting of October 14, 2025, Woody made a motion to approve the minutes as previously submitted with Carly seconding. All voted aye. Passed.

The expenditures from October 4, 2025, and December 3, 2025, were reviewed. Carly motioned to accept the expenditures as presented with Steve seconding. All voted aye. Passed.

The financial statements were reviewed. No further questions.

A discussion was had regarding the HAPs leases, dollars & admin fee earned report handed out by the management firm. As of November 2025, MCHA was spending \$291,442 on 523 vouchers and we received \$298,002. MCHA voucher account has a cash and investment balance of \$1,201,215,

the Development Account has a balance of \$381,759 and the Contract Account balance is \$444,659.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of November 2025, our average HAP payment was \$557.25 vs \$284.19 in November 2009. As of November 30, 2025, we had 515 applications received YTD, 120 vouchers issued, 83 vouchers utilized with 44 outstanding vouchers, and we are currently processing 252 applications. We currently have 44 outstanding vouchers as of 11/30/25 compared to 24 as of 12/31/2024. The number of applications that are currently being processed is 252 compared to 129 as of 12/31/2024. Our average HAP as of November 30 was \$557.25 compared to \$518.92 at the beginning of the year.

A discussion regarding 2025 Voucher Equity was had. The HAP Equity balance as of November 2025 was \$61,492.49 and the Admin Equity balance of \$1,172,313.99.

A copy of HUD correspondence reminding of the mandatory screening requirements and optional screening policies available to meet the housing authorities obligation to provide safe housing was provided.

Other Business:

A copy of the cancellation of apartment rental services from the Mandan Golden Age Club was provided to the Board members. The Club has decided to discontinue utilizing the Housing Authority for rental services. The Club only has 2 units and they feel that they can rent their own units and no longer need help.

A request was made to provide the housing board members with HUD training. Rick will try and find HUD online board member training and then forward to the board members. A request was made by Paul Tokach to add a phone number to the board agenda to allow the public to call into the meeting rather than attend in person. A request was also made by Paul Tokach to add public comment as an agenda item for the board meetings.

Tim Duppong, Chairman

Date

Rick Horn, Management Agent

Date

Morton County Housing-Vouchers
 Check Register
 For the Period From Dec 4, 2025 to Mar 3, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
12472	12/5/25	Online Information Services Inc	111.10	379.81	
12473	12/5/25	Windstream	111.10	9.25	
12474	12/5/25	C-Ram	111.10	75.00	
12475	12/5/25	Innovative Office Solutions LLC	111.10	317.08	_____ Steve Maerschbecker
12476	12/5/25	Quadient Finance USA	111.10	500.00	
12477	12/5/25	Fireside Office Products Inc	111.10	243.75	
12478	12/5/25	NDDTL Unclaimed Property Division	111.10	1,795.00	_____ Carly Retterath
12479	12/12/25	Quadient Leasing USA Inc	111.10	239.97	
12480	12/12/25	Presort Plus	111.10	47.50	
12481	12/12/25	Management Computer Services Inc	111.10	3,255.00	_____ Dena Kautzman
12482	12/12/25	BEK Communications Cooperative	111.10	311.63	
12483	12/12/25	C-Ram	111.10	125.00	
12484	12/12/25	Wells Fargo Vendor Financial Services	111.10	169.11	_____ Rory Anderson
12486	12/26/25	C-Ram	111.10	35.00	
12487	12/31/25	Ashton Nahs	111.10	250.00	
12488	12/31/25	HJL Management Company	111.10	54.13	_____ Paul Tokach
12489	1/2/26	Morton County Housing Corp	111.10	900.00	
12491	1/2/26	HJL Management Company	111.10	35,074.00	
12492	1/9/26	Innovative Office Solutions LLC	111.10	136.71	
12493	1/9/26	Online Information Services Inc	111.10	739.63	
12494	1/9/26	Fireside Office Products Inc	111.10	6.00	
12495	1/9/26	C-Ram	111.10	294.24	
12476V	1/9/26	Quadient Finance USA	111.10	-500.00	
12496	1/9/26	Quadient Finance USA	111.10	1,053.19	
12497	1/9/26	Windstream	111.10	9.14	
12498	1/16/26	Presort Plus	111.10	55.00	
12499	1/16/26	Wells Fargo Vendor Financial Services	111.10	169.11	
12500	1/16/26	C-Ram	111.10	175.00	
12501	1/16/26	BEK Communications Cooperative	111.10	309.33	

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Morton County Housing-Vouchers
 Check Register
 For the Period From Dec 4, 2025 to Mar 3, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
12502	1/16/26	Leggins Casterline & Company LLC	111.10	125.00
12503	1/23/26	Innovative Office Solutions LLC	111.10	361.59
12504	1/23/26	HJL Management Company	111.10	54.13
12505	1/30/26	Ashton Nahs	111.10	250.00
12506	2/2/26	HJL Management Company	111.10	34,719.00
12507	2/2/26	Morton County Housing Corp	111.10	900.00
12509	2/6/26	Quadient Finance USA	111.10	360.00
12510	2/6/26	C-Ram	111.10	75.00
12512	2/6/26	Windstream	111.10	9.39
12513	2/6/26	Online Information Services Inc	111.10	779.61
12515	2/6/26	Pro Forms	111.10	48.22
12516	2/6/26	ND NAHRO	111.10	160.00
12517	2/6/26	Wood Printing Company	111.10	1,254.50
12518	2/6/26	Dakota Country Storage	111.10	690.00
12519	2/6/26	Sure-Shred	111.10	20.00
12520	2/13/26	Wells Fargo Vendor Financial Services	111.10	169.11
12521	2/13/26	BEK Communications Cooperative	111.10	309.33
12522	2/20/26	Presort Plus	111.10	52.50
12523	2/20/26	HJL Management Company	111.10	92.11
12524	2/27/26	Ashton Nahs	111.10	250.00
12525	3/2/26	HJL Management Company	111.10	35,358.00
12526	3/2/26	Morton County Housing Corp	111.10	<u>900.00</u>
Total				<u>123,166.07</u>

**Morton County Contract
Check Register
For the Period From Dec 4, 2025 to Mar 3, 2026**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
1313	12/31/25	HJL Management Company	111.10	8,742.28
1314	1/22/26	Morton County Housing Corpora	111.10	160.00
1315	1/23/26	HJL Management Company	111.10	261.86
1316	1/30/26	HJL Management Company	111.10	8,260.08
1317	2/27/26	HJL Management Company	111.10	8,283.23
Total				<u><u>25,707.45</u></u>

Morton County Housing-Vouchers
 General Ledger Trial Balance
 As of Feb 28, 2026

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
111.10	CASH	481,213.08	
1145.00	Accrued Interest Receivable	14,228.69	
124.00	Prepaid Insurance	1,664.36	
125.10	A/R OTHER	59.00	
128.00	Tenant A/R	10,477.00	
128.10	Allowance for Doubtful Account		10,477.00
131.20	Investments-Starion	755,270.49	
1400.00	Leasehold Improvements	148,851.01	
1400.90	Furniture & Equipment	4,276.00	
163.10	OFFICE FURNITURE & EQUIPMENT	3,343.74	
166.10	Accumulated Depreciation		20,646.85
167.10	Accumulated Amortization		39,147.90
2112.00	Interest Payable		293.86
2115.00	ST Lease Liability		8,901.66
2118.10	Accts Pay - Landlord HAP		709.00
2215.00	LT Lease Liability		69,772.88
511.10	Restricted Net Assets		81,063.99
512.10	Unrestricted Net Assets		1,010,648.10
512.11	Unrestr Net Assets - Pre 2004		158,615.00
706.00	ANNUAL CONTRIBUTIONS HAPS		600,434.00
706.10	ANNUAL CONTRIBUTION - AD MIN		73,191.00
711.00	Investment Income - Unrestrict		5,885.80
714.00	Fraud Recovery		1,966.86
720.00	Other Income - Port In		3,850.36
911.00	MANAGEMENT FEES	69,793.00	
916.00	SUNDRY	4,976.30	
916.10	Port admin fee	3,297.24	
919.00	Storage Rental	690.00	
941.00	GENERAL EXPENSE	1,105.80	
945.00	Interest Expense	593.61	
961.00	INSURANCE EXPENSE	832.16	
973.00	HAP PAYMENTS	516,078.00	
973.10	Port out vouchers	62,985.00	
973.20	Port in Voucher	3,484.00	
974.00	Depreciation Expense	383.16	
975.00	Amortization Expense	2,002.62	
	Total:	<u>2,085,604.26</u>	<u>2,085,604.26</u>

MORTON COUNTY DEVELOPMENT ACCOUNT
General Ledger Trial Balance
As of Feb 28, 2026

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
111.00	CASH	24,651.08	
1145.00	Accrued Interest Receivable	4,987.00	
131.30	Starion CD	361,287.96	
1400.50	Accumulated Depreciation		4,400.72
1400.90	Furniture & Equipment	857.92	
1475.10	OFFICE FURNITURE & EQUIPMENT	3,542.80	
512.10	RETAINED EARNINGS		388,658.88
711.00	INTEREST INCOME		2,267.16
	Total:	<u>395,326.76</u>	<u>395,326.76</u>

**Morton County Contract
General Ledger Trial Balance
As of Feb 28, 2026**

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
111.10	CASH	83,422.84	
1120.00	Accrued Interest Receivabl	8,108.29	
1162.00	GENERAL FUND INVEST	367,371.34	
512.10	RETAINED EARNINGS		452,654.45
711.00	INTEREST INCOME		2,414.07
715.00	Management Fee Income		20,639.12
913.10	Management Fees	16,543.31	
916.00	SUNDRY	261.86	
	Total:	475,707.64	475,707.64

Morton County Housing-Vouchers
Income Statement
Compared with Budget

For the Two Months Ending February 28, 2026

	Current Month		Current Month		Year to Date Actual	Year to Date Budget	Year to Date Variance
	Actual	Budget	Variance				
Revenues							
ANNUAL CONTRIBUTIONS HAPS	\$ 302,186.00	\$ 292,000.00	\$ 10,186.00	\$ 600,434.00	\$ 584,000.00	\$ 16,434.00	
ANNUAL CONTRIBUTION - AD MIN	36,595.00	42,500.00	(5,905.00)	73,191.00	85,000.00	(11,809.00)	
Investment Income - Unrestrict	2,775.69	2,900.00	(124.31)	5,885.80	5,800.00	85.80	
Fraud Recovery	806.86	1,700.00	(893.14)	1,966.86	3,400.00	(1,433.14)	
Other Income - Port In	1,925.18	1,600.00	325.18	3,850.36	3,200.00	650.36	
Total Revenues	344,288.73	340,700.00	3,588.73	685,328.02	681,400.00	3,928.02	
Expenses							
MANAGEMENT FEES	34,719.00	35,855.00	(1,136.00)	69,793.00	71,710.00	(1,917.00)	
ACCOUNTING & AUDITING	0.00	1,350.00	(1,350.00)	0.00	2,700.00	(2,700.00)	
SUNDRY	2,979.40	3,500.00	(520.60)	4,976.30	7,000.00	(2,023.70)	
Port admin fee	1,648.62	1,600.00	48.62	3,297.24	3,200.00	97.24	
Storage Rental	690.00	60.00	630.00	690.00	120.00	570.00	
GENERAL EXPENSE	302.50	750.00	(447.50)	1,105.80	1,500.00	(394.20)	
Interest Expense	295.19	320.00	(24.81)	593.61	640.00	(46.39)	
INSURANCE EXPENSE	416.08	420.00	(3.92)	832.16	840.00	(7.84)	
HAP PAYMENTS	257,643.00	265,000.00	(7,357.00)	516,078.00	530,000.00	(13,922.00)	
Port out vouchers	32,136.00	27,000.00	5,136.00	62,985.00	54,000.00	8,985.00	
Port in Voucher	1,742.00	1,650.00	92.00	3,484.00	3,300.00	184.00	
Depreciation Expense	191.58	192.00	(0.42)	383.16	384.00	(0.84)	
Amortization Expense	1,001.31	1,000.00	1.31	2,002.62	2,000.00	2.62	
Total Expenses	333,764.68	338,697.00	(4,932.32)	666,220.89	677,394.00	(11,173.11)	
Net Income	\$ 10,524.05	\$ 2,003.00	\$ 8,521.05	\$ 19,107.13	\$ 4,006.00	\$ 15,101.13	

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2025 HAPs LEASES, HAP DOLLARS AND ADMIN FEE EARNED

Month	HAPS Leased	HAP \$s Received	HAP \$s Spent	Admin Fee Received	Admin Expenses	Net	Balance
Jan	549	287,560	284,889	46,342	42,657	6,356	1,174,252
Feb	549	287,560	288,839	48,815	42,753	4,783	1,188,612
Mar	545	289,815	288,786	46,342	48,143	(772)	1,198,339
Apr	551	289,815	291,482	43,342	47,742	(6,067)	1,204,273
May	544	190,640	290,839	43,833	60,351	(116,717)	1,094,064
Jun	540	297,734	292,317	45,231	44,534	6,114	1,103,702
Jul	544	299,715	297,989	45,231	46,485	472	1,107,818
Aug	538	308,336	291,692	45,231	44,477	17,398	1,130,765
Sep	529	305,517	293,226	74,783	42,503	44,571	1,184,588
Oct	525	296,315	292,336	45,231	43,697	5,513	1,195,597
Nov	523	298,002	291,755	37,563	40,758	3,052	1,201,215
Dec	520	308,686	289,149	37,563	44,146	12,954	1,219,410
	6,457	3,459,695	3,493,299	559,507	548,246		

	HAP \$s	Admin Fee	Admin Expenses	Net	Balance
Checking	468,270.18				
Cert of Dep - Starion	113,301.79	2,303.72		5/29/2026	3.99%
Cert of Dep - Starion	58,839.27	1,196.36		12/29/2026	3.99%
Cert of Dep - Starion	117,678.55	2,392.71		5/29/2026	3.99%
Cert of Dep - Starion	120,023.60	860.88		9/23/2026	3.74%
Cert of Dep - Starion	112,501.43	1,414.28		8/8/2026	4.11%
Cert of Dep - Starion	112,501.43	1,414.28		8/8/2026	4.11%
Cert of Dep - Starion	116,293.84	3,981.07		1/9/2026	3.50%
	1,219,410.09	13,563.30			

January 1, 2025 Balance of Development Account 363,294.79

	Other Income	Interest	Donations	Balance
Jan		5,165.19		368,459.98
Feb		15.93		368,475.91
Mar		17.65		368,493.56
Apr		4,929.91		373,423.47
May		17.11		373,440.58
Jun		2,830.78		376,271.36
Jul		17.70		376,289.06
Aug		16.27		376,305.33
Sep		17.22		376,322.55
Oct		16.69		376,339.24
Nov		5,420.12		381,759.36
Dec		17.79		381,777.15

	HAP \$s	Admin Fee	Admin Expenses	Net	Balance
Checking	24,619.77				
Cert of Dep - Starion	123,007.91	504.33		10/21/2026	3.65%
Cert of Dep - Starion	116,293.84	3,981.07		1/9/2026	3.50%
Cert of Dep - Starion	117,855.63	2,396.31		5/29/2026	3.99%
	381,777.15	6,881.71			

Total Housing Authority cash on 12/31/2025

HAP Acct	1,219,410
Dev	381,777
Contract Fee	446,916
	\$2,048,103

**MORTON COUNTY FINANCIAL INFORMATION
MANAGEMENT FEE ACCOUNT
2025**

Month	Income / Contract	Interest Income	Other Income	Expenses/Admin/ Contract	Balance	
Beginning Balance					\$ 407,801.16	
January	10,484.88	16.25		8,652.01	409,650.28	82.52%
February	10,291.38	5,666.49		8,257.11	417,351.04	80.23%
March	10,589.05	17.40		8,495.24	419,462.25	80.23%
April	10,501.00	17.55	723.00	9,424.80	421,279.00	89.75%
May	10,671.85	18.01		8,561.48	423,407.38	80.22%
June	10,277.25	3,913.13		8,245.80	429,351.96	80.23%
July	10,666.91	19.85		8,557.53	431,481.19	80.23%
August	10,831.50	19.15		8,689.20	433,642.64	80.22%
September	10,728.18	4,783.49		8,606.54	440,547.77	80.22%
October	10,270.10	21.75		8,272.08	442,567.54	80.55%
November	10,318.07	20.17		8,246.46	444,659.32	79.92%
December	10,897.85	24.43	76.24	8,742.28	446,915.56	80.22%

126,528.02 14,537.67 799.24 102,750.53

		<u>Accrued Interest</u>		
Checking	79,544.22			
Cert of Deposit - Starion	45,320.73	921.49	12/29/2026	3.99%
Cert of Deposit - Starion	56,250.72	707.14	8/8/2026	3.99%
Cert of Deposit - Starion	117,817.04	2,395.53	12/29/2026	3.99%
Cert of Deposit - Starion	147,982.85	1,714.74	8/16/2026	3.99%
	446,915.56	5,738.90		

2026 HAPs LEASES, HAP DOLLARS AND ADMIN FEE EARNED

Month	HAPS Leased	HAP \$s Received	HAP \$s Spent	Admin Fee Received	Admin Expenses	Net	Balance
Jan	516	298,248	289,284	36,596	41,369	4,191	1,231,802
Feb	514	302,186	289,779	36,595	42,244	6,758	1,236,484
Mar						0	
Apr						0	
May						0	
Jun						0	
Jul						0	
Aug						0	
Sep						0	
Oct						0	
Nov						0	
Dec						0	
	1,030	600,434	579,063	73,191	83,613		

	HAP \$s	Admin Fee	Admin Expenses	Net	Balance
		481,213.08			
Checking					
Cert of Dep - Starion	113,301.79		3,034.47	5/29/2026	3.99%
Cert of Dep - Starion	58,839.27		1,575.84	12/29/2026	3.99%
Cert of Dep - Starion	117,678.55		3,151.69	5/29/2026	3.99%
Cert of Dep - Starion	120,023.60		1,586.48	9/23/2026	3.74%
Cert of Dep - Starion	112,501.43		2,139.87	8/8/2026	4.11%
Cert of Dep - Starion	112,501.43		2,139.87	8/8/2026	4.11%
Cert of Dep - Starion	120,424.42		600.47	7/9/2026	3.50%
	1,236,483.57		14,228.69		

January 1, 2026 Balance of Development Account 381,777.15

	Other Income	Interest	Donations	Balance
Jan		4,146.77		385,923.92
Feb		15.12		385,939.04
Mar				385,939.04
Apr				385,939.04
May				385,939.04
Jun				385,939.04
Jul				385,939.04
Aug				385,939.04
Sep				385,939.04
Oct				385,939.04
Nov				385,939.04
Dec				385,939.04

	HAP \$s	Admin Fee	Admin Expenses	Net	Balance
Checking	24,651.08				
Cert of Dep - Starion	123,007.91		1,230.08	10/21/2026	3.65%
Cert of Dep - Starion	120,424.42		600.47	7/9/2026	3.50%
Cert of Dep - Starion	117,855.63		3,156.43	5/29/2026	3.99%
	385,939.04		4,986.98		

Total Housing Authority cash on 2/28/2026

HAP Acct	1,236,484
Dev	385,939
Contract Fee	450,794

\$2,073,217

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**MORTON COUNTY FINANCIAL INFORMATION
MANAGEMENT FEE ACCOUNT
2026**

Month	Income / Contract	Interest Income	Other Income	Expenses/Admin/ Contract	Balance	
Beginning Balance					\$ 446,915.56	
January	10,305.09	22.86		8,521.94	448,721.57	82.70%
February	10,334.03	21.81		8,283.23	450,794.18	80.15%
March					450,794.18	#DIV/0!
April					450,794.18	#DIV/0!
May					450,794.18	#DIV/0!
June					450,794.18	#DIV/0!
July					450,794.18	#DIV/0!
August					450,794.18	#DIV/0!
September					450,794.18	#DIV/0!
October					450,794.18	#DIV/0!
November					450,794.18	#DIV/0!
December					450,794.18	#DIV/0!

20,639.12 44.67 - 16,805.17

		<u>Accrued Interest</u>			
Checking	83,422.84				
Cert of Deposit - Starion	45,320.73	1,213.79	12/29/2026	3.99%	
Cert of Deposit - Starion	56,250.72	1,069.93	8/8/2026	3.99%	
Cert of Deposit - Starion	117,817.04	3,155.40	12/29/2026	3.99%	
Cert of Deposit - Starion	147,982.85	2,669.16	8/16/2026	3.99%	
	<u>450,794.18</u>	<u>8,108.28</u>			

Morton County Housing Authority

Waiting List Analysis

As of March 3, 2026

	YTD 3/2/2026	FY																
		AVG	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	
Applications	A	100	525	572	526	549	471	525	462	473	504	457	493	558	619	491	648	577
Applications on housing list	B	25	246	141	178	244	216	271	225	262	246	243	148	288	285	266	340	338
Vouchers Issued	C	32	183	132	136	211	164	210	179	203	193	192	94	220	203	148	261	205
Vouchers Utilized	D	25	112	87	96	123	75	144	125	145	151	141	80	140	107	75	85	111
% of applications on housing list to applications (B / A)		25%	47%	25%	34%	44%	51%	52%	49%	55%	49%	53%	30%	52%	46%	54%	52%	59%
% of vouchers issued to applications (C / A)		32%	35%	23%	26%	38%	39%	40%	39%	43%	38%	42%	19%	39%	33%	30%	40%	36%
% of vouchers utilized to vouchers issued (D / C)		78%	63%	66%	71%	58%	46%	69%	70%	71%	78%	73%	85%	64%	53%	51%	33%	54%
% of vouchers utilized to applications (D / A)		25%	22%	15%	18%	22%	18%	27%	27%	31%	30%	31%	16%	25%	17%	15%	13%	19%
Vouchers issued and outstanding as of 12/31			32	31	24	45	34	41	43	26	20	26	0	35	36	14	63	41
Applications in process as of 12/31			138	208	129	178	95	115	110	120	150	137	250	180	124	120	136	84
Vouchers issued and outstanding as of 2/28/26		58																
Applications in process as of		246																

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Morton County Housing Authority Voucher Program

Month	HAP Leased	HAP \$ Received	HAP \$ Spent	Average HAP
2009				
Jan	621	\$ 145,599	\$ 167,832	\$ 270.26
Feb	631	145,600	173,449	274.88
Mar	625	145,600	172,330	275.73
Apr	626	145,600	174,146	278.19
May	631	272,336	174,563	276.65
Jun	622	170,947	170,395	273.95
Jul	621	170,947	171,158	275.62
Aug	628	170,947	171,463	273.03
Sep	620	170,947	173,689	280.14
Oct	623	171,655	176,984	284.08
Nov	647	168,364	184,001	284.39
Dec	646	168,364	182,512	282.53
2010				
Jan	639	\$ 168,364	\$ 183,229	\$ 286.74
Feb	638	168,364	185,526	290.79
Mar	632	184,591	182,165	288.24
Apr	617	173,773	177,057	286.96
May	601	259,935	173,797	289.18
Jun	604	173,773	175,149	289.98
Jul	594	173,773	172,103	289.74
Aug	599	173,773	176,321	294.36
Sep	598	173,773	176,146	294.56
Oct	605	173,773	183,489	303.29
Nov	601	173,773	184,101	306.32
Dec	606	186,757	184,025	303.67
2011				
Jan	609	\$ 180,571	\$ 189,340	\$ 310.90
Feb	605	180,571	187,654	310.17
Mar	588	180,571	181,969	309.47
Apr	577	180,571	178,408	309.20
May	560	180,571	171,873	306.92
Jun	551	180,571	169,254	307.18
Jul	551	179,476	167,540	304.07
Aug	542	179,476	165,061	304.54
Sep	548	180,602	165,348	301.73
Oct	557	184,144	165,567	297.25
Nov	556	184,143	168,129	302.39
Dec	559	184,143	169,143	302.58

2012

Jan	553		\$ 175,932	\$	165,191	\$	298.72
Feb	559		175,932		166,571		297.98
Mar	574	558	175,932		168,545		293.63
Apr	579	553	173,730		174,619		301.59
May	571	545	173,730		173,989		304.71
Jun	567	539	173,730		172,174		303.66
Jul	580	543	125,415		177,973		306.85
Aug	569	532	171,553		172,839		303.76
Sep	568	518	171,556		173,722		305.85
Oct	563	509	154,619		171,814		305.18
Nov	578	507	178,861		175,725		304.02
Dec	574	498	178,861		171,633		299.01

2013

Jan	578	501	\$ 170,409	\$	176,259	\$	304.95
Feb	589	506	172,698		179,336		304.48
Mar	579	498	172,698		180,512		311.77
Apr	585	505	178,249		182,473		311.92
May	556	489	160,714		170,935		307.44
Jun	545	477	160,714		165,137		303.00
Jul	532	467	141,496		159,609		300.02
Aug	529	465	155,847		160,347		303.11
Sep	521	456	158,136		158,759		304.72
Oct	511	448	156,484		156,647		306.55
Nov	516	454	188,459		159,452		309.02
Dec	520	459	156,483		161,837		311.23

2014

Jan	515	456	\$ 164,359	\$	164,145	\$	318.73
Feb	521	463	216,693		170,477		327.21
Mar	514	458	164,359		167,953		326.76
Apr	518	463	164,091		169,159		326.56
May	511	456	164,091		169,175		331.07
Jun	505	450	9,941		167,569		331.82
Jul	506	448	172,551		169,146		334.28
Aug	510	444	172,551		171,392		336.06
Sep	503	440	168,830		166,231		330.48
Oct	505	442	169,432		165,867		328.45
Nov	509	449	171,980		168,953		331.93
Dec	514	454	132,986		171,728		334.10

2015

Jan	527	466	\$ 167,526	\$	179,543	\$	340.69
Feb	536	476	170,643		182,716		340.89
Mar	542	483	191,992		190,616		351.69
Apr	551	493	202,159		197,245		357.98
May	540	484	174,712		191,701		355.00
Jun	537	482	184,543		192,831		359.09

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Jul	533	480	223,983	195,617	367.01
Aug	534	482	197,245	194,669	364.55
Sep	535	486	197,245	202,711	378.90
Oct	529	480	199,529	204,992	387.51
Nov	523	474	194,669	201,849	385.94
Dec	530	481	213,269	204,446	385.75

2016

Jan	532	488	\$ 206,765	\$ 204,571	\$ 384.53
Feb	511	480	204,731	198,636	388.72
Mar	498	468	205,886	191,764	385.07
Apr	496	466	202,830	193,851	390.83
May	506	476	203,454	201,756	398.73
Jun	507	478	202,609	208,500	411.24
Jul	518	489	202,609	217,220	419.34
Aug	516	488	202,609	219,486	425.36
Sep	504	480	208,586	215,295	427.17
Oct	494	476	208,586	215,568	436.37
Nov	485	467	193,791	204,797	422.26
Dec	470	452	211,310	197,850	420.96

2017

Jan	463	446	\$ 219,601	\$ 193,700	\$ 418.36
Feb	465	448	219,601	201,463	433.25
Mar	461	444	208,893	200,499	434.92
Apr	472	455	208,893	207,808	440.27
May	470	453	208,893	199,814	425.14
Jun	468	451	208,893	200,993	429.47
Jul	461	445	204,509	191,129	414.60
Aug	463	447	204,509	198,425	428.56
Sep	462	447	204,509	201,413	435.96
Oct	471	456	171,451	205,177	435.62
Nov	486	471	116,020	213,747	439.81
Dec	495	481	242,552	215,564	435.48

2018

Jan	497	484	\$ 205,441	\$ 215,993	\$ 434.59
Feb	485	472	205,441	212,092	437.30
Mar	499	489	218,022	214,880	430.62
Apr	484	474	216,483	211,441	436.86
May	493	486	202,461	210,434	426.84
Jun	491	486	263,652	209,443	426.56
Jul	503	498	235,395	216,777	430.97
Aug	512	507	230,752	225,893	441.20
Sep	522	517	230,752	228,835	438.38
Oct	524	520	230,752	229,730	438.42
Nov	536	532	191,298	233,483	435.60
Dec	531	527	236,195	225,080	423.88

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2019

Jan	529	525	\$	233,412	\$	220,451	\$	416.73
Feb	533	529		233,412		225,188		422.49
Mar	539	535		234,325		227,709		422.47
Apr	536	533		218,539		230,682		430.38
May	537	534		229,582		227,247		423.18
Jun	535	535		186,425		226,494		423.35
Jul	535	535		230,261		223,318		417.42
Aug	526	526		230,261		221,834		421.74
Sep	523	523		232,089		216,113		413.22
Oct	518	518		232,089		216,510		417.97
Nov	539	539		204,583		221,179		410.35
Dec	549	549		227,805		223,873		407.78

2020

Jan	556	556	\$	226,271	\$	227,861	\$	409.82
Feb	552	552		226,271		225,188		407.95
Mar	553	553		225,603		225,862		408.43
Apr	544	544		228,350		232,824		427.99
May	549	549		228,350		233,895		426.04
Jun	558	558		229,692		238,033		426.58
Jul	556	556		159,601		235,614		423.77
Aug	554	554		253,792		233,954		422.30
Sep	540	540		238,573		227,116		420.59
Oct	537	537		238,573		224,715		418.46
Nov	532	532		240,349		227,055		426.80
Dec	543	543		240,349		229,363		422.40

2021

Jan	553	553	\$	231,658	\$	235,963	\$	426.70
Feb	553	553		231,658		235,316		425.53
Mar	553	553		231,596		232,602		420.62
Apr	552	552		231,596		236,570		428.57
May	564	564		189,756		236,607		419.52
Jun	565	565		241,682		237,692		420.69
Jul	563	563		237,254		240,524		427.22
Aug	559	559		246,154		244,285		437.00
Sep	560	560		252,497		245,220		437.89
Oct	572	572		241,797		254,950		445.72
Nov	564	564		277,297		256,823		455.36
Dec	572	572		246,853		257,674		450.48

2022

Jan	585	585	\$	251,643	\$	263,449	\$	450.34
Feb	583	583		264,444		261,674		448.84
Mar	584	584		262,454		258,235		442.18
Apr	580	580		262,454		257,566		444.08
May	573	573		262,827		251,425		438.79
Jun	559	560		256,411		245,291		438.80

Jul	563	563	267,429	242,699	431.08
Aug	560	560	262,330	238,646	426.15
Sep	555	555	256,454	239,302	431.17
Oct	554	554	258,383	243,332	439.23
Nov	556	556	206,669	245,051	440.74
Dec	567	567	245,348	250,951	442.59

2023

Jan	556	556	\$ 243,419	\$ 253,562	\$ 456.05
Feb	564	564	243,419	255,755	453.47
Mar	569	569	249,952	259,482	456.03
Apr	560	560	249,952	255,962	457.08
May	556	556	201,747	251,012	451.46
Jun	557	557	256,119	255,154	458.09
Jul	561	561	264,672	256,923	457.97
Aug	563	563	264,672	267,197	474.60
Sep	549	549	257,294	261,974	477.18
Oct	563	563	257,294	272,664	484.31
Nov	567	567	281,315	278,892	491.87
Dec	580	580	287,941	280,697	483.96

2024

Jan	587	587	\$ 267,706	\$ 303,931	\$ 517.77
Feb	585	585	308,706	289,741	495.28
Mar	586	586	293,270	292,515	499.17
Apr	592	592	298,970	298,287	503.86
May	589	589	287,356	300,912	510.89
Jun	575	575	312,657	296,528	515.70
Jul	560	560	306,116	287,495	513.38
Aug	549	549	306,930	283,167	515.79
Sep	547	547	306,930	284,123	519.42
Oct	541	541	306,930	282,011	521.28
Nov	549	549	287,199	284,132	517.54
Dec	545	545	292,075	284,583	522.17

2025

Jan	549	549	\$ 287,560	\$ 284,889	\$ 518.92
Feb	549	549	287,560	288,839	526.12
Mar	545	545	289,815	288,786	529.88
Apr	551	551	289,815	291,482	529.01
May	544	544	190,640	290,839	534.63
Jun	540	540	297,734	292,317	541.33
Jul	544	544	299,715	297,989	547.77
Aug	538	538	308,336	291,692	542.18
Sep	529	529	305,517	296,226	559.97
Oct	525	525	296,315	292,336	556.83
Nov	523	523	298,002	291,755	557.85
Dec	520	520	308,686	289,149	556.06

2026

Jan	516	516	\$	298,248	\$	289,284	\$	560.63
Feb	514	514		302,186		289,779		563.77
Mar								#DIV/0!
Apr								#DIV/0!
May								#DIV/0!
Jun								#DIV/0!
Jul								#DIV/0!
Aug								#DIV/0!
Sep								#DIV/0!
Oct								#DIV/0!
Nov								#DIV/0!
Dec								#DIV/0!

**MORTON COUNTY HOUSING AUTHORITY
2025 EQUITY BALANCES**

	688 549	688 January	688 February	688 March	688 April	688 May	688 June	688 July	688 August	688 September	688 October	688 November	688 December	688 520	Total	78%
Vouchers leases															6,256	
Housing Assistance Equity - Beginning Balance	103,977.15	106,873.15	106,428.65	108,032.04	108,281.54	9,630.84	15,350.84	18,172.49	18,172.49	36,610.99	50,391.99	54,627.49	61,179.49	61,179.49	103,977.15	3,732,782
HAP revenue	287,560.00	287,560.00	289,815.00	289,815.00	190,640.00	297,734.00	299,715.00	308,336.00	308,336.00	305,517.00	296,315.00	298,002.00	308,686.00	308,686.00	3,459,695.00	103,977
Fraud recovery revenue	225.00	834.50	1,574.39	916.50	1,548.30	303.00	1,095.65	1,794.50	1,794.50	1,490.00	256.50	305.00	347.50	347.50	10,690.84	3,732,782
Other revenue																
Investment income																
Total revenues	287,785.00	288,394.50	291,369.39	290,731.50	192,166.30	298,037.00	300,810.65	310,130.50	307,007.00	296,571.50	298,307.00	298,307.00	309,033.50	309,033.50	3,470,365.84	Program reserves 12/31/24
Housing assistance payments	264,837.00	265,176.00	266,004.00	266,312.00	265,407.00	265,247.00	269,183.00	263,546.00	264,514.00	259,857.00	258,628.00	258,628.00	257,027.00	257,027.00	3,165,738.00	3,836,759
Port In - Billing	1,144.00	1,144.00	1,144.00	1,144.00	1,035.00	1,035.00	1,035.00	1,035.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	12,828.00	10,690.84
Tenant protection	18,906.00	22,519.00	21,638.00	24,026.00	24,397.00	26,035.00	27,771.00	27,111.00	27,684.00	31,451.00	31,796.00	31,796.00	28,744.00	28,744.00	312,070.00	103,977
Port out vouchers															2,663.00	354,151
Port out voucher - San Diego Housing																
Total expenses	284,889.00	288,639.00	288,766.00	291,482.00	290,839.00	292,317.00	297,989.00	291,692.00	293,226.00	292,336.00	291,755.00	289,149.00	289,149.00	289,149.00	3,493,299.00	354,151
Difference	2,896.00	(444.50)	2,603.39	(750.50)	(98,650.70)	5,720.00	2,821.65	18,438.50	13,781.00	4,235.50	6,552.00	6,552.00	19,884.50	19,884.50	(22,913.16)	354,150.99
Housing Assistance Equity - Ending Balance	106,873.15	106,428.65	109,032.04	108,281.54	9,630.84	15,350.84	18,172.49	36,610.99	50,391.99	54,627.49	61,179.49	61,179.49	81,063.99	81,063.99	81,063.99	354,150.99
Average Monthly HAP	518.92	526.12	529.88	529.01	534.63	541.33	547.77	543.19	554.30	556.83	557.85	556.06	556.06	556.06	541.09	Lease-Up Rate (Utilization)
Administrative Equity - Beginning Balance	1,103,048.42	1,110,149.24	1,120,097.93	1,123,598.85	1,126,348.69	1,116,563.76	1,120,679.63	1,123,697.55	1,130,235.03	1,167,129.10	1,172,134.63	1,172,134.63	1,172,134.63	1,172,134.63	1,103,048.42	354,150.99
Administrative fee revenue	46,342.00	46,342.00	46,342.00	46,342.00	45,833.00	45,231.00	45,231.00	45,231.00	45,231.00	45,231.00	45,231.00	45,231.00	45,231.00	45,231.00	562,034.00	354,150.99
Administrative fee - special																
Administrative fee revenue - prior year	3,009.99	2,871.54	3,546.82	3,047.92	2,999.10	2,930.20	2,990.77	2,974.20	2,941.18	3,031.75	2,886.26	3,062.56	3,062.56	3,062.56	3,303.00	3,303.00
Investment income	(1,265.00)	(1,265.00)	(1,265.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(16,996.29)	(16,996.29)
Port In - Billing	1,445.69	1,445.69	1,445.69	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	1,460.19	19,196.74	19,196.74
Other income - Port In Billing																
Other income	225.00	834.50	1,574.39	916.50	1,548.30	303.00	1,095.65	1,794.50	1,490.00	256.50	305.00	347.50	347.50	347.50	10,690.84	10,690.84
Fraud recovery revenues	49,757.68	52,707.73	51,643.90	50,491.61	50,565.59	48,649.39	49,502.61	51,014.89	79,397.36	48,702.43	40,937.44	41,156.24	41,156.24	41,156.24	614,520.87	614,520.87
Total revenues	41,469.17	41,565.35	46,955.13	46,548.88	59,157.63	43,340.63	45,291.80	43,284.52	41,310.40	42,504.01	39,565.19	42,953.65	42,953.65	42,953.65	533,946.36	533,946.36
Total operating expenses	996.11	996.11	996.27	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	1,001.31	12,000.28	12,000.28
PY port out voucher admin fee - San Diego	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	191.58	2,298.90	2,298.90
Amortization	42,558.86	42,753.04	48,142.98	47,741.77	60,350.52	44,533.52	46,484.69	44,477.41	42,503.29	43,696.90	40,758.08	44,207.54	44,207.54	44,207.54	548,306.60	548,306.60
Depreciation																
Total expenses	7,100.82	9,948.69	3,500.92	2,749.84	(9,784.93)	4,115.87	3,017.92	6,537.48	36,894.07	5,005.53	179.36	(3,051.30)	(3,051.30)	(3,051.30)	66,214.27	66,214.27
Difference	1,110,149.24	1,109,989.45	1,115,110.66	1,119,075.08	1,123,622.48	1,126,855.68	1,130,942.10	1,135,710.80	1,140,141.98	1,172,134.63	1,172,134.63	1,172,134.63	1,172,134.63	1,172,134.63	1,169,262.69	1,169,262.69
Administrative Fee Equity - Ending Balance	1,106,283.41	1,109,989.45	1,115,110.66	1,119,075.08	1,123,622.48	1,126,855.68	1,130,942.10	1,135,710.80	1,140,141.98	1,172,134.63	1,172,134.63	1,172,134.63	1,172,134.63	1,172,134.63	1,169,262.69	1,169,262.69
VMS Admin Equity Balance																
Total fraud recovery	450.00	1,669.00	3,148.78	1,833.00	3,096.60	606.00	2,191.30	3,589.00	2,980.00	513.00	610.00	695.00	695.00	695.00	21,361.68	21,361.68
Total interest	3,009.99	2,871.54	3,546.82	3,047.92	2,999.10	2,930.20	2,974.20	2,941.18	2,941.18	3,031.75	2,886.26	3,062.56	3,062.56	3,062.56	36,292.29	36,292.29
Admin fee rate - \$90.85	49,876.65	49,876.65	49,513.25	50,058.35	49,422.40	49,059.00	49,422.40	48,786.45	48,059.65	47,696.25	47,514.55	47,242.00	47,242.00	47,242.00	262,641.33	262,641.33
Proration factor - 88.192% Jan - Jun	43,987.22	43,987.22	43,666.73	44,147.46	43,566.60	43,266.11	43,586.60	43,025.75	42,384.77	42,064.28	41,904.03	41,663.66	41,663.66	41,663.66	254,629.09	254,629.09
Proration factor - 88.192% Jul - Dec																
Proration factor - Admin fee receivable / payable	(2,354.78)	(2,354.78)	(2,675.27)	(2,194.54)	(2,246.40)	(1,964.89)	(1,644.40)	(2,205.25)	(32,398.23)	(3,166.72)	4,341.03	4,100.66	4,100.66	4,100.66	(44,763.58)	(44,763.58)

MORTON COUNTY HOUSING AUTHORITY
2026 EQUITY BALANCES

	688 January 516	688 February 514	688 March	688 April	688 May	688 June	688 July	688 August	688 September	688 October	688 November	688 December	Available Total	75%
Vouchers leases														
Housing Assistance Equity - Beginning Balance	81,063.99	90,607.99	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	81,063.99	
HAP revenue	296,248.00	302,186.00											600,434.00	
Fraud recovery revenue	580.00	403.43											983.43	
Other revenue														
Investment income	298,828.00	302,569.43											601,417.43	
Total revenues	257,407.00	256,615.00											514,022.00	
Housing assistance payments	1,028.00	1,028.00											2,056.00	
Port In - Billing	30,849.00	32,136.00											62,985.00	
Tenant protection														
Port out vouchers														
Total expenses	289,284.00	289,779.00											579,063.00	
Difference	9,544.00	12,810.43											22,354.43	
Housing Assistance Equity - Ending Balance	90,607.99	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	103,418.42	
Average Monthly HAP	560.63	563.77											562.20	
Administrative Equity - Beginning Balance	1,169,262.69	1,168,301.77	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,169,262.69	
Administrative fee revenue	36,596.00	36,595.00											73,191.00	
Administrative fee - special														
Administrative fee revenue - prior year	3,110.11	2,775.69											5,885.80	
Investment income	(1,742.00)	(1,742.00)											(3,484.00)	
Port In - Billing	1,925.18	1,925.18											3,850.36	
Other income - Port In billing														
Other income	580.00	403.43											983.43	
Fraud recovery revenues	40,469.29	39,957.30											80,426.59	
Total revenues	40,237.32	41,050.79											81,288.11	
Total operating expenses	1,001.31	1,001.31											2,002.62	
Amortization	191.58	191.58											383.16	
Depreciation	41,430.21	42,243.68											83,673.89	
Total expenses	(960.92)	(2,286.39)											(3,247.30)	
Difference	1,168,301.77	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	1,166,015.39	
Administrative Fee Equity - Ending Balance	1,172,952.80	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	1,176,131.92	
VMS Admin Equity Balance	1,160.00	806.86											1,966.86	
Total fraud recovery	3,110.11	2,775.69											5,885.80	
Total interest	46,878.60	46,898.80											93,777.40	
Admin fee rate - \$90.85	41,343.17	41,162.93											82,506.10	
Proration factor - 88.192% Jan - Jun														
Proration factor - 88.192% Jul - Dec														
Proration factor -	4,747.17	4,587.93											9,335.10	
Admin fee receivable / payable														

An Important Note on PHA Budget Management in 2026 for ND010

From: HCV-Updates (hcv-updates@hud.gov)

To: rick4hjlmgmt@aol.com

Date: Monday, December 22, 2025 at 04:11 PM CST

December 22, 2025

Dear Executive Director,

Thank you for your continued partnership in administering the Housing Choice Voucher (HCV) program, especially as the program has navigated historic levels of funding shortfalls. As I wrote to you back in June, it is critically important that you prudently manage your HCV program budget and now I am writing to emphasize that this remains an essential responsibility of PHAs as we head into 2026.

While rent inflation has been historically high over recent years, it has moderated significantly nationally. Unfortunately, HUD has not seen corresponding moderation in national HCV program costs, and many PHAs are now on pace to see significant funding shortfalls again in 2026. **PHAs must take measures now to reduce program costs** to ensure that expenditures do not exceed their anticipated 2026 funding.

Although PHAs will not know their full 2026 housing assistance payments (HAP) funding allocation until Congress passes a full year appropriations bill, the decisions made now will heavily influence whether your PHA will be in shortfall. To help your PHA plan, HUD has provided in the attachment below your PHA's estimated 2026 inflation factor and our calculation of your per unit cost inflation for the prior six months. HUD also encourages PHAs to use the two year projection tool to assist with understanding their potential shortfall in 2026. Your agency should immediately take steps to stay within your projected annual funding allocation, and not rely on excess HAP reserves to fund your program.

HUD's tools to address funding shortfalls in 2026 are limited, and HUD cannot guarantee that funding will be available to your PHA to resolve any shortfall. HUD is currently assessing its 2026 shortfall funding eligibility criteria, and potentially will consider whether the PHA has continued or newly implemented cost-savings measures after receipt of this letter. Additionally, HUD is considering establishing a policy, once there is a full year appropriations bill, that would take into account the number of previous shortfall awards a PHA has received in determining eligibility, prioritization, and/or the amount of any 2026 shortfall award.

To avoid terminations of assistance, we are recommending all PHAs implement cost savings measures, including, but not limited to:

- Cease issuance of new vouchers (with the exception of HUD-VASH participants and newly awarded Foster Youth to Independence (FYI) vouchers)
- Pause entering into new project-based voucher agreements and commitments (with the exception of public housing repositioning efforts)

o HUD strongly encourages PHAs to consider the most cost-effective methods of responsibly repositioning, including the Section 18 program

- Reduce payment standards, including ending the use of any approved exception payment and remain within the basic range except for reasonable accommodations as necessary

• Assess rent reasonableness policies and procedures to ensure compliance with statutory and regulatory requirements

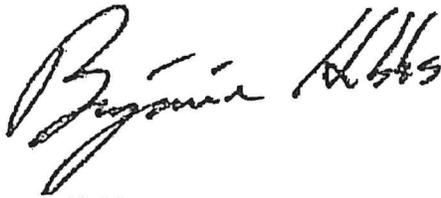
- Adopt other cost savings measures in PIH Notice 2025-28, "Cost-Savings Measures in the Housing Choice Voucher (HCV) and Project-based Voucher program."

All PHAs that received shortfall awards in 2025 are currently considered to be at-risk of a funding shortfall in 2026, and must continue to adhere to the Action Plan created with the Shortfall Prevention Team. This means that your PHA **may not issue vouchers** except in the very limited circumstances allowable under the Action Plan, and also must continue to implement cost-savings measures. PHAs that do not continue adherence to their Action Plan may be ineligible for shortfall funds in 2026.

HUD is making available technical assistance throughout 2026 to help PHAs plan for prudent budget management. Please email shortfallinquiries@hud.gov to request assistance. Thank you for everything that you and your staff do to

serve your community.

Respectfully,



Benjamin Hobbs
Principal Deputy Assistant Secretary
Office of Public and Indian Housing

Attachment: Program Estimates for 2026

This attachment provides various program estimates that may be helpful for PHAs in estimating their overall HAP funding eligibility for 2026. HUD cautions that these are only estimates. As a reminder, PHAs will not learn their 2026 funding levels until after Congress passes a final full year appropriations bill.

In the annual appropriations act, Congress directs HUD how to calculate HAP renewal eligibility, and these factors are subject to change. Typically, however, the appropriations act requires HUD to rebenchmark HAP renewal formula eligibility based on validated Voucher Management System (VMS) leasing and cost data for the prior CY (January 1 – December 31). HUD then applies a renewal funding inflation factor (RFIF) to each PHA's prior year expenditures, along with any proration factor and funding offset. For further details please see [PIH Notice 2025-13](#) pages 4-6.

Each year HUD publishes final Renewal Funding Inflation Factors after the appropriations act is finalized. The RFIFs reflect the amount of inflation estimated for your per unit costs in 2026. Until the RFIFs are published, they are subject to change. However, HUD has estimated what your PHA's RFIF will be in 2026:

PHA RFIF: 11.24%

Each PHA reports leasing and housing assistance payments (HAP) into VMS monthly, and from those data HUD estimates what the per unit cost (PUC) is for your HCV program. The amount of change in the PUC over recent months can be an indicator of whether your HAP expenses are aligned with estimated inflation or are increasing at a pace higher than inflation. HUD has examined your PHA's per unit cost trend based on VMS data reported on March and September 2025 and annualized that average monthly PUC growth for comparison purposes. If your PUC trend is higher than your RFIF above, your PHA is likely at high-risk of funding shortfall in 2026. While the RFIF is not yet final, it is not appealable. HUD strongly recommends immediate cost-savings measures if your per unit cost inflation exceeds the RFIF or if there are other good reasons to believe that your PHA faces elevated shortfall risks in 2026. In addition, if you believe that HUD's estimated PUC trend is incorrect, please review your reported monthly HAP and Unit Months Leased (UML) in VMS and make any necessary corrections.

9.09%

PHA Projected Annualized PUC growth:



Morton County Housing Corporation

1500 3rd Avenue NW • P.O. Box 517 • Mandan, ND 58554
701-663-7494

February 26, 2026

Morton County Housing Authority
PO Box 517
Mandan, ND 58554

Dear Morton County Housing Authority:

The Morton County Housing Authority and the Morton County Housing Corporation (Liberty Heights) have a housing management agreement for the management of the Liberty Heights property. The Morton County Housing Corporation is hereby providing notice to terminate the housing management agreement as of March 31, 2026.

The Morton County Housing Authority is currently leasing office space located at 1500 3rd Ave NW, Mandan, ND, from Morton County Housing Corporation. The terms of the lease agreement require a 60 day notice be provided in order to terminate the lease agreement. Morton County Housing Corporation is hereby providing notice to terminate the office lease as of April 30, 2026.

Sincerely,

Ron Carrick
Board President

Rob Knoll
Board Member

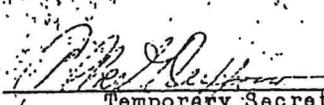


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CERTIFICATE

I, Albert Duppong, Temporary Secretary of the Housing Authority of the County of Morton, North Dakota, hereby certify that I have compared the annexed extracts of the minutes of a meeting of the said Authority held on the 26 day of January, 1967, containing Resolutions Nos. 1, 2 and 3, with the original thereof recorded in the official minute book of said Authority and that it is a correct transcript therefrom and of the whole of said original; that the foregoing extract of the minutes of the meeting at which said resolutions were adopted are a true and complete transcript of such minutes and that the foregoing Resolutions Nos. 1, 2 and 3 are true, complete and accurate copies of the resolutions adopted at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority at the County of Morton, North Dakota, this 26 day of January, 1967.



Temporary Secretary

(SEAL)

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CERTIFICATE OF TEMPORARY SECRETARY

I, Albert Duppong, Temporary Secretary of the
Housing Authority of the County of Morton,
North Dakota, do hereby certify that the attached copies
of the oaths of Albert Duppong, Rev. G. F. Steffens,
August Draeb, Wallace Timpes and Rev. Thomas Sullivan,
the Commissioners of said Authority, are true, correct
and complete copies of the originals thereof.

IN WITNESS WHEREOF, I have hereunto set my hand
and the seal of said Authority at the County of Morton,
North Dakota, this 26th day of January, 1967


Temporary Secretary

(SEAL)

EXTRACTS OF THE MINUTES OF ORGANIZATION
MEETING OF THE HOUSING AUTHORITY OF THE
COUNTY OF MORTON, NORTH DAKOTA

For the purpose of organizing, a meeting of the Housing Authority of the County of Morton, North Dakota, was held on the 26 day of January, 1967, at 2:00 o'clock P.M. at St. Vincent's DePaul Center (place of meeting), in the County of Morton, North Dakota. All members of the Authority were present, as follows: Albert Duppong, Rev. G. F. Steffens, August C. Draeb, Rev. Thomas Sullivan, and Wallace Timpe.

There were also present by invitation the following: M. J. Helling, Executive Director of Housing Authority of Cass County, Commissioner Rev. Thomas Sullivan, Chairman of the Authority, presided, and Albert Duppong was appointed Secretary pro tem, and kept the minutes of the meeting.

The Secretary pro tem read the call of the meeting, which was ordered spread upon the minutes, as follows:

NOTICE OF MEETING

Mandan, North Dakota

January 26, 1967

To: Albert Duppong *Albert Duppong*
Rev. G. F. Steffen *Rev. G. F. Steffen*
August C. Draeb *August C. Draeb*
Wallace Timpe *Wallace Timpe*
Rev. Thomas Sullivan *Rev. Thomas P. Sullivan*

You and each of you are hereby notified that I have called a meeting of the Housing Authority of the County of Morton, North Dakota, to be held at St. Vincent's DePaul (Place of Meeting) in the County of Morton, North Dakota, at 2:00 o'clock, P.M. on the 26 day of January, 1967, for the purpose of organizing said Housing Authority, adopting bylaws and a seal therefor, electing officers and to take such other action concerning the organization of said Housing Authority as the members thereof may determine.

Consent to Meeting

We, the undersigned Commissioners of the Housing Authority of the County of Morton, North Dakota, hereby accept service of the foregoing call of meeting, waiving any and all irregularities in such service and such call, and consent and agree that said Commissioners of the Housing Authority of the County of Morton, North Dakota SHALL MEET AT THE TIME AND PLACE THEREIN MENTIONED; and for the purpose therein stated.

Dated this 26 day of January, 1967.

Albert Duppong

August C. Draab

Rev. G. F. Steffen

Wallace Timpe

Rev. Thomas Sullivan

~~There was presented to the meeting a certified copy of a resolution passed by the Board of County Commissioners of Morton County, North Dakota, on the 6 day of January, 1967, declaring the need for a HOUSING AUTHORITY to function in said County and a certified copy of a resolution adopted by the Board of County Commissioners of Morton County, North Dakota, of appointing the different members of the Authority, duly verified, showing the names, dates of appointment and the times of the commencement and the end of the terms of office, and the designation of Members to serve as the first Chairman of the Authority. It was directed that said documents be attached to the minutes of this meeting. It also appears that each of the following named Commissioners, respectively, has duly accepted the appointment and taken and filed his oath of office:~~

~~Rev. G. F. Steffen, Wallace Timpe, Rev. Thomas P. Sullivan,
Albert Duppong, August C. Draab~~

It appearing that there were present all of the Commissioners of the Housing Authority of the County of Morton, North Dakota, was appointed, the following resolution was then introduced by Commissioner Sullivan, read in full by the Secretary pro tem., and considered.

RESOLUTION NO 1

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF MORTON, NORTH DAKOTA:

That the Housing Authority of the County of Morton, North Dakota, be and it hereby is organized pursuant to the Housing Authorities Law of North Dakota and is now authorized to transact business and exercise its functions in its area of operations as defined by said law.

After discussion of the resolution, Commissioner Rev. G. F. Steffen moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner August C. Draeb. The question being put upon the final adoption of said resolution, the roll was called with the following result:

Yeas: Albert Duppong, August C. Draeb, Rev. G. F. Steffen
Wallace Timp, Rev. Thomas Sullivan

Nays: None

The Chairman declared such motion carried and the resolution finally adopted.

The following resolution was then introduced by Commissioner Sullivan, read in full by the Secretary pro tem and considered by the Authority:

RESOLUTION NO 2

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF MORTON NORTH DAKOTA.

BY-LAWS OF THE HOUSING AUTHORITY

OF THE

COUNTY OF MORTON, NORTH DAKOTA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "The Housing Authority of the County of Morton, North Dakota."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall act as Treasurer of the Authority. He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by

bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expense).

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified; provided, that the first Chairman of the Authority designated by the President (Chairman) of the County shall hold office as Chairman for the length of his initial term as Commissioner, unless otherwise indicated by said Commissioner in his designation of the first Chairman.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Section 7. Vacancies. Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of North Dakota and all other laws of the State of North Dakota applicable thereto. The selection and compensation of such personnel

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the 4th day of April at 8:00 o'clock P. M. at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meeting. Monthly meetings shall be held without notice at 8:00 o'clock P. M. at the regular meeting place of the Authority on the first Tuesday of each month, or on the next succeeding secular day in the event of a legal holiday.

Section 3. Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call.

2. Reading and approval of the minutes of the previous meeting.

8. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of voting. The voting on all questions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting.

ARTICLES IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

After discussion of the resolution, Commissioner Duppong moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Draeb. The question being put upon the final adoption of said resolution, the roll was called with the following result:

Yeas: Albert Duppong, Rev. G. F. Steffens, August Draeb,

Wallace Timp and Rev. Thomas Sullivan.

Nays: None

The Chairman declared such motion carried and the resolution finally adopted.

A corporate seal, in the form of a circle and bearing the name of the Authority and the year of its organization, was then submitted to the meeting. The following resolution was then introduced by Commissioner Sullivan, read in full by the Secretary pro-tem, and considered by the Authority.

RESOLUTION NO. 3

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF MORTON, NORTH DAKOTA.

That the seal submitted to this meeting is hereby adopted as the seal of this Authority and the Secretary pro-tem is hereby authorized and directed to imprint said seal on the margin of the minutes opposite this resolution.

After discussion of the resolution, Commissioner Albert Duppong

The question being put upon the final adoption of said resolution, the roll was called with the following result:

Yeas: Albert Duppong, Rev. G. F. Steffens, August Draeb,

Wallace Timpe and Rev. Thomas Sullivan.

Neas: None.

The Chairman declared such motion carried and the resolution finally adopted.

The Chairman announced that it was in order to elect the officers of the Authority to serve until the next annual meeting and until their successors are chosen and qualify in their stead.

Commissioner Wallace Timpe was placed in nomination for the office of Vice-Chairman. There appearing to be no other nominations, the Secretary moved that Nominations be ceased and cast a unanimous ballot in favor of Commissioner Timpe, and thereupon the Chairman declared that the said Commissioner had been duly elected to the office of Vice-Chairman of the Authority.

It being determined that the office of Secretary should not be permanently filled for the present, it was decided to select one of the Commissioners of the Authority to serve as Secretary in a temporary capacity, without compensation other than for necessary expenses.

Thereupon, it was moved by Commissioner Draeb THAT Albert Duppong, one of the Commissioners of the Authority, be appointed to the office of Temporary Secretary, to serve as such, without compensation other than for necessary expenses, until a permanent appointment had been made. The motion was seconded by Commissioner Steffens and thereupon the Chairman put the question on the adoption of the motion. A vote being taken, it was found that said motion had received the affirmative vote of a majority of the Commissioners, and thereupon the Chairman declared the same duly adopted, and Commissioner Duppong appointed to the office of Temporary Secretary of the Authority.

It was moved and seconded that the meeting adjourn. The motion carried.

Robert P. Sullivan
Chairman

Important Note to PHAs on EIV Tenant Matching Report

From: HUD Office of Public and Indian Housing (updates@pih.hud.gov)

To: rick4hjlmgmt@aol.com

Date: Thursday, January 22, 2026 at 10:10 AM CST



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-5000

Assistant Secretary for Public and Indian Housing

Dear Executive Director,

Please see below an important communication requiring your prompt attention and response.

In a letter sent to Executive Directors on December 16, 2025, I reminded you of PHAs' legal obligations under Section 214 of the Housing and Community Development Act of 1980 (Section 214) and President Trump's Executive Order 14218, *Ending Taxpayer Subsidization of Open Borders*, to verify the citizenship and immigration status of all individuals prior to admission to the Public Housing or Housing Choice Voucher programs. I also mentioned that HUD was developing a new report in the Enterprise Income Verification system (EIV) to assist PHAs in determining when additional verification of immigration status may be necessary. Today, I am writing to inform you that this new EIV report is now available, and that PHAs are required to utilize it and take all necessary action within the next 30 days, as directed below.

The new EIV report, **EIV-SAVE Tenant Matching Report**, cross references Inventory Management System/PIH Information Center (IMS/PIC) data with U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) data. The report includes a list of individuals whose citizenship or eligible immigration status needs to be confirmed by the PHA, due to possible discrepancies between what appears in SAVE and what has been provided for the individual on the HUD-50058 (line 3i). The report includes individuals for whom a SAVE initial verification response indicates they may be ineligible for HUD assistance or more information is required to classify the individual's immigration status (see Appendix A of the letter from December 16, 2025). This could include individuals whom the PHA determined were Eligible Citizens but who are identified by SAVE as potentially ineligible. If the PHA has already determined the individual is an Ineligible Noncitizen, they are not included in the report.

Inclusion on this report does not automatically mean that an individual is ineligible for HUD assistance. Rather, as noted in the letter from December 16, 2025, in some cases more information is required to classify the individual's immigration status (e.g., by seeking additional verification in SAVE, reviewing Class of Admission codes in SAVE, and requesting further documentation). Since PHAs are required to obtain the information necessary to determine eligibility for HUD assistance prior to admitting an individual, you should already have any additional verification documented in tenant records.

Within the next 30 days, your PHA must review the report, verify that you have accurately reported individuals' citizenship/immigration status on the HUD-50058, and initiate appropriate corrective actions, as necessary. For each individual, PHAs should confirm, as needed, that:

- The PHA has sought additional verification from SAVE to verify eligible immigration status.
- The PHA has retained documentation in the tenant file that confirms the individual's citizenship or eligible immigration status (e.g., documentation and SAVE verification).
- The PHA has correctly coded the individual on the HUD-50058.

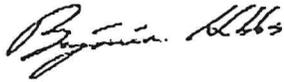
For any individual whose citizenship/immigration status is incorrectly reported on the HUD-50058, PHAs must immediately initiate an appropriate corrective action. This would include submitting a corrected HUD-50058 to PIC. If an individual is determined to be ineligible for HUD assistance, PHAs may be required to initiate termination of assistance, depending on the overall makeup of the household.

Compliance with the new report will be monitored. PHAs that fail to use EIV reports in accordance with established requirements may be subject to sanctions. Sanctions may include but are not limited to issuance of a corrective action order; reimbursement from non-HUD sources; withholding or reducing funding, or any other available corrective action or sanction as HUD deems necessary.

The new report will appear as an option within the Income Validation Tool (IVT) Report in the EIV system. Attached are step-by-step instructions on how to access the report.

If you have additional questions, please direct them to the EIV Help Desk at EIV_Help@hud.gov.

Sincerely,



Benjamin R. Hobbs
Assistant Secretary
Office of Public and Indian Housing

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Dear Executive Director,

On February 19, 2025, President Trump issued Executive Order 14218, *Ending Taxpayer Subsidization of Open Borders*, which directs HUD to ensure that taxpayer-funded benefits exclude any ineligible alien. Secretary Turner and I take very seriously our obligation to ensure that taxpayer funding only goes to supporting American citizens and other eligible households. That is why I am writing to you today to remind you of your obligation to take the necessary steps to ensure that assistance only goes to eligible individuals.

As you know, eligibility for federal housing assistance is limited to U.S. citizens and noncitizens who have eligible immigration status. Section 214 of the Housing and Community Development Act of 1980 prohibits HUD from making financial assistance available to ineligible noncitizens.

To ensure that ineligible individuals are not assisted, Public Housing Agencies (PHAs) are required to document and verify the citizenship or eligible immigration status of individuals prior to admission to the Public Housing or Housing Choice Voucher program, and to prorate assistance for any households where ineligible noncitizens reside.¹ PHAs also must notify the Department of Homeland Security (DHS) of anyone the PHA knows is not lawfully present in the United States.

This letter serves to remind you of the current steps that PHAs must take to verify citizenship and immigration status. HUD strongly encourages PHAs to require that families provide proof of citizenship by such means as birth certificates, naturalization certificates, passports, or other documentation. Further, I want to remind you of the requirement to obtain and document Social Security Numbers (SSNs), which is vital to verifying the identity of assisted family members. This letter also reminds PHAs that they must run the Enterprise Income Verification System (EIV) Identity Verification Report monthly and correct deficiencies within 30 calendar days when the report indicates that tenants' identities cannot be confirmed.

If your PHA has any pending verifications on the Immigration Report, HUD expects you to complete verification immediately and update all applicable records. HUD is developing a new report in EIV to provide better insight for PHAs about the necessary verifications for such families and will begin following up with all PHAs with any pending verifications or other discrepancies imminently.

PHAs may be subject to sanctions for failure to use EIV's Identity Verification and Immigration Reports as directed. Noncompliance with SSN disclosure and verification requirements can also lead to assessment of disallowed costs. This letter also reminds you of the current requirements related to calculating prorated assistance for mixed-status households.

¹ HUD is currently working on a rule that would align regulations with the statutory language in Section 214. HUD anticipates that rule to be published in the next 45 days.

PHA Requirements for All Applicants

Documentation of Citizenship or Eligible Immigration Status

The citizenship or eligible immigration status of each family member, regardless of age, must be determined prior to admission to the Public Housing or Housing Choice Voucher program. Likewise, citizenship or eligible immigration status must be determined prior to adding any individual to an existing assisted household. Once citizenship or immigration status documents have been submitted and verified for an individual, such documentation will not need to be collected again.

U.S. citizens or U.S. nationals (or the parent/guardian for family members under age 18) must sign a declaration of their status, under penalty of perjury. PHAs may adopt policies requiring additional documentation to verify U.S. citizenship. HUD strongly encourages PHAs to require that families provide proof of citizenship by such means as birth certificates, naturalization certificates, passports, or other documentation.

Eligible noncitizens (or the parent/guardian for family members under age 18) also must sign a declaration of their status, under penalty of perjury. Eligible noncitizens who are 62 years of age or older must additionally provide proof of their age. Eligible noncitizens under 62 years of age must provide supporting documentation of their immigration status and sign a verification consent form. Supporting documentation consists of documentation accepted by the U.S. Citizenship and Immigration Services (USCIS)—for example, a Form I-551 U.S. Permanent Resident Card.

Family members who do not sign a declaration of their status or provide the required supporting documentation will be considered ineligible for housing assistance. The head of household must sign a statement listing all family members who do not claim to be citizens, nationals, or eligible immigrants, or whose status cannot be confirmed.

Verification of Immigration Status

PHAs must verify eligible immigration status through USCIS. The primary method for verifying eligible immigration status is USCIS's automated system, Systematic Alien Verification for Entitlements (SAVE). PHAs must enroll in SAVE, following instructions on HUD's EIV webpage. Access to SAVE is granted to specific PHA employees, so PHAs are responsible for ensuring they maintain uninterrupted access to SAVE. HUD is actively engaging USCIS to establish protocols to monitor PHA access to ensure that PHAs maintain access to complete their obligations. PHAs may e-mail SAVE.help@uscis.dhs.gov for any issues with SAVE access.

The SAVE system provides the applicant's current immigration status or naturalized, acquired, or U.S.-born United States citizenship information. The PHA must determine whether the applicant's status makes them eligible for assistance consistent with Section 214. PHAs must retain documentation of SAVE verification in tenant files. Appendix A provides a crosswalk of SAVE responses and eligibility for HUD assistance under Section 214.

If SAVE cannot confirm an individual's eligible immigration status, or if the response in SAVE verifies an immigration status that is not eligible for assistance under a Section 214 covered program, then the PHA must submit a request for secondary or additional verification to USCIS

within 10 days of receiving the initial results. The PHA must scan and upload information to USCIS as needed or required to obtain a verification response.

If the secondary or additional verification fails, the PHA must notify the family and inform them of their right to file an appeal with USCIS. If the family wants to exercise their right to file an appeal with USCIS, they must submit a written request to USCIS within 30 days of the notification. USCIS will render a decision to the family and forward a copy to the PHA.

Assistance must be denied when primary and secondary verification do not verify eligible immigration status and the family does not pursue a USCIS appeal or informal hearing rights, or decisions are rendered against the family through a USCIS appeal or informal hearing.

The PHA must not delay, deny, reduce, or terminate assistance because of a delay in the process of determining eligible status, unless the family causes the delay. While the PHA may not admit any individual prior to receiving required documentation, the PHA may elect to provide prorated assistance to the family prior to completing the verification process.

Prorated Assistance for Mixed-Status Families

If one or more members of a family elect not to contend eligible immigration status, and other members of the family establish their citizenship or eligible immigration status, the family may be eligible for continued assistance, temporary deferral of termination of assistance, or prorated assistance. Prorated assistance means the family will receive only a portion of the subsidy for which a fully eligible family would qualify. PHAs must calculate the proration based on the number of members who are citizens or who have eligible immigration status.

HUD regulation requires that if the PHA determines that a family has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizen listed on the lease) to permanently reside in the unit, then the family's lease must be terminated, and the family may not be readmitted for a period of 24 months.

Requirement to Report Individuals Not Lawfully Present in the United States

Section 404 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) requires HUD and PHAs to notify DHS of any individual that HUD or the PHA knows is not lawfully present in the United States.

When reviewing applicants for assistance, if a PHA formally makes a finding of fact or conclusion of law, supported by a determination from DHS or the Executive Office of Immigration Review (e.g., a Final Order of Deportation), that an individual is not lawfully present in the United States, then the PHA must provide to DHS a report of the person's name, address, and other identifying information that the PHA has. Note that a SAVE response of no service record or verification of an immigration status that makes the individual ineligible for housing assistance is not a finding of fact or conclusion of law that the individual is not lawfully present. At least four times annually, PHAs must provide such information to DHS. If a PHA has knowledge of an individual who is not lawfully present in the United States, they must provide a report to DHS within 45 days after the close of the appropriate calendar year quarter, by sending an e-mail to benefitgrantingletters@uscis.dhs.gov.

Social Security Numbers and Alternate IDs

PHAs must require applicants to disclose and document Social Security Numbers (SSNs) of all family members except ineligible noncitizens, as a condition of admission and continued assistance. Likewise, adding new household members to a family first requires SSN disclosure. When adding a child under age 6 who does not yet have an SSN, the family must disclose and document the SSN for the child within 90 days of their addition to the household.

PHAs must obtain SSN documentation, keep a copy in the household file, record the SSN on line 3n of the form HUD-50058, and transmit the HUD-50058 to HUD.

HUD uses the SSN (along with name and date of birth) to validate a person's identity, obtain employment and income information via computer matching programs with other federal sources, and ensure duplicate assistance is not being paid. HUD uses the EIV Identity Verification report to verify identities. SSNs are validated against the Social Security Administration's (SSA) database. EIV will report the status of the identity verification process, and PHAs must take action to correct the record for anyone whose identity verification fails. If the verification fails and SSA reports that the SSN is not found in their records, the PHA must request the original SSN card and confirm the number. For continued SSN verification failures, PHAs must notify HUD, OIG, or other law enforcement agencies.

PHAs must run the EIV Identity Verification Report monthly and correct deficiencies within 30 calendar days when the report indicates that tenants' identities cannot be confirmed.

In very limited circumstances, PHAs will use an alternate ID (generated by the IMS-PIC Tenant ID Management module) for an individual instead of an SSN:

- Individuals not subject to the SSN disclosure requirement (born on or before 1/31/1948, whose initial eligibility determination was begun before 1/31/2010) (24 CFR 5.216(e)). They could permanently use an alternate ID as their unique identifier.
- Individuals under 6 who do not have an SSN when added to the household (e.g., newborn). They will use an alternate ID for 90-180 days while the SSN is being obtained from SSA (see 24 CFR 5.216(e)(2)(ii), Notice PIH 2018-24). Once the SSN is provided, the PHA will replace the alternate ID with the SSN.
- Individuals who do not contend eligible immigration status and do not disclose an SSN (24 CFR 5.216(a), 5.508).
- Individuals flagged on an Invalid Tenant ID Report or Possible Duplicate Tenant Report in IMS/PIC. Individuals could be flagged due to a tenant or PHA data entry error, SSA record error, or possible duplicate personal data with an individual at another PHA. The PHA may assign them an alternate ID temporarily while the issue is resolved. PHAs must expeditiously resolve these issues, and once SSN documentation is received, PHAs must replace alternate IDs in IMS/PIC within 30 calendar days.

HUD monitors each PHA's Identity Verification Report. PHAs may be subject to sanctions for failure to use EIV's Identity Verification Report as directed. Noncompliance with SSN disclosure and verification requirements can also lead to assessment of disallowed costs.

PHAs will utilize the EIV Immigration Report monthly to monitor their own compliance with immigration verification requirements. The Immigration Report summarizes what the PHA has reported to HUD regarding the citizenship status of each individual in their programs (i.e., how many are citizens, eligible noncitizens, ineligible noncitizens, or pending verification). It also identifies how many individuals have an IMS-PIC-generated alternate ID rather than an SSN. PHAs should use the Immigration Report to ensure they are updating records for individuals whose immigration status was initially pending verification, replacing alternate IDs with SSNs, and confirming compliance with proration requirements for mixed families.

If your PHA has any pending verifications on the Immigration Report, HUD expects you to complete verification immediately and update all applicable records. HUD will begin following up with all PHAs with any pending verifications imminently.

Sincerely,



Benjamin R. Hobbs
Principal Deputy Assistant Secretary
Office of Public and Indian Housing