

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

---

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

---

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name: Rahway Housing Authority**

**PHA Number: NJ032**

**PHA Fiscal Year Beginning: 07/2000**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is:

**The Rahway Housing Authority is committed to providing quality, affordable housing that is decent and safe, to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire community in a manner that demonstrates professional courtesy, respect and caring.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

**X** PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) **79.6**
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

**X** PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**X** PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- X** PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - X** Increase the number and percentage of employed persons in assisted families:
  - X** Provide or attract supportive services to improve assistance recipients' employability:
  - X** Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- X** PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X** Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Management Issues**

Goals:

1. Manage the Rahway Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performed.

2. Manage the Rahway Housing Authority (RHA) in a manner that results in full compliance with applicable statutes and regulations as defined by program audit finding.

Objectives:

1. HUD shall recognize the Rahway Housing Authority as not only a standard performer but a successful performer by December 31, 2002.
2. The RHA shall make our public housing units more marketable to the community as evidenced by maintaining our waiting lists even in the face of greater competition.
3. The RHA shall achieve and sustain an occupancy rate of 97% by December 31, 2000.
4. The RHA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.
5. All administrative staff of RHA shall be computer literate and successfully complete at least one computer class per year for at least three years in a row.
6. The RHA shall implement its asset management plan no later than December 31, 2003.
7. The RHA shall review all current contracts and/or agreements to determine if services justify the expense and an analysis to determine if the service is still necessary. Current outside service/maintenance agreements shall be reduced by at least \$1,000 per year on average for the next four years.
8. The RHA shall acquire at least \$25,000 of equipment each for the next 5 years to increase the efficiency of the employees in general in order to lower the cost to do a given unit of work.
9. The RHA shall hire summer help especially resident teenagers, at slightly higher than minimum wage to cut grass, releasing higher paid skillful maintenance workers to do more complicated tasks to improve the general conditions at the various sites.

**Expansion of the Housing Stock**

Goals:

Adapt the RHA's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessments.

Objectives:

1. The RHA shall apply for and obtain status as a redevelopment agency by December 31, 2002.
2. Locate at least two partners, non-profit or for-profit locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.
3. The RHA as a redevelopment agency will become more savvy in its usage of finance and instruments made available by different sources.
4. The RHA, as a redevelopment agency, will actively pursue the acquisition of physical assets.
5. The RHA shall assist at least 5 families to move from renting to homeownership.

**Marketability**

Goals:

1. Enhance the marketability of the RHA's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

Objectives:

1. The RHA shall convert four efficiency units to three one-bedroom units by December 31, 2004 in order to increase the marketability of our public housing units.
2. The RHA shall achieve a high level of customer satisfaction in this element of the Public Housing Assessment System.

3. The RHA shall remove all graffiti within 2 weeks of discovering it by December 31, 2001.
4. The RHA shall achieve proper curb appeal for its public housing developments by improving its landscaping, by keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.
5. The RHA shall improve its roadside signage as funding becomes available.

### **Security**

#### Goals:

1. Provide a safe and secure environment in RHA's public housing developments.
2. Improve resident and community perception of safety and security in the RHA's public housing developments.

#### Objectives:

1. The RHA shall reduce crime in its developments by 5% by December 31, 2004.
2. The RHA shall reduce its evictions due to violations of criminal law by 10% by December 31, 2004 through aggressive screening procedures.
3. The RHA will aggressively pursue in its developments Residents Opportunity self-sufficiency Programs designed to help residents obtain meaningful employment thus lowering the propensity to loiter.

### **Tenant Based Housing**

Goal: The RHA shall advertise annually to reach out to prospective landlords.

#### Objectives:

1. The RHA shall achieve and sustain a utilization rate of 97% by December 31, 2002.
2. The RHA shall attract 5 new landlords by December 31, 2003.

3. The RHA shall establish a program to help tenant based residents become homeowners by December 31, 2004.

### **Maintenance**

#### Goals:

1. Maintain the RHA's real estate in a decent condition.
2. Deliver timely and quality maintenance service to the residents of the RHA.

#### Objectives:

1. The RHA shall have all of its units in compliance with the RHA standards by December 31, 2000.
2. The RHA shall create and implement a preventative maintenance plan by December 31, 2000.
3. The RHA shall create an appealing up-to-date environment in its developments by December 31, 2004.
4. The RHA shall achieve and maintain an average response time of 4 hours to emergency work orders by December 31, 2000.
5. The RHA shall achieve and maintain an average response time of 7 days to routine work orders by December 31, 2000.

### **Equal Opportunity**

#### Goals:

1. Operate the RHA in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing.
2. The RHA shall ensure equal treatment of all applications, residents, tenant-based participants, employees and vendors.

#### Objectives:

1. The RHA shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income.

### **Fiscal Responsibility**

Goals:

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices (GAAP).
2. Reduce dependency on federal funding.

Objectives:

1. The RHA shall operate so that income exceeds expenses every year.
2. The RHA shall maintain its operating reserves of at least \$650,000 between now and December 31, 2004.
3. The RHA shall strive to be a low cost provider of services by investing in equipment and improving the skill base of employees to become more efficient.
4. The RHA will reduce its dependence on HUD by hiring a Development Manager to raise at least \$25,000 per year for non-HUD sources by December 31, 2004.
5. The RHA shall raise funds from at least one non-HUD source by December 31, 2004.

### **Public Image**

Goal: Enhance the image of public housing in our community.

Objectives:

1. The RHA will enhance the appearance of all its developments by improving fencing, concrete work, grass, landscaping, and signage by December, 2004.

2. The RHA leadership (this includes commissioners as well) shall speak to at least one civic, religious or fraternal group a year for the next five years to explain how important we are to the community.
3. The RHA shall ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its residents.
4. The RHA shall implement an outreach policy to inform the community of what good managers of the public's dollars the Housing Authority is by July 1, 2002.

### **Supportive Services**

#### Goals:

1. Maintain access of public housing residents to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for the families and individuals that reside in our housing.

#### Objectives:

1. The RHA will implement 2 new partnerships in order to enhance self-sufficiency services to our residents by December 31, 2001. This is dependent on obtaining the ROSS Grant.
2. Apply to at least two appropriate foundations for grant funds through the efforts of the Development Manager. These funds will allow us to expand our Quality of Life program and our Self-Sufficiency program.
3. The RHA will continue to effectively utilize its community rooms/buildings to provide resident services as measured by increasing their utilization by 5% by July 1, 2001.
4. The RHA will continue to have effective, fully functioning resident organization in every public housing development.
5. The RHA shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement goals and objectives by December 31, 2001.

6. The RHA shall work with the Board of Education to ensure an effective After School Program at the Family Development every year for the duration of this plan.

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**X Standard Plan**

### **Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Rahway Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have also adopted goals and objectives for the next five years. They are stated, in detail within The Five-Year Plan.

The Rahway Housing Authority is land-locked and building saturated. To meet the needs assessment both from our own waiting list experience as well as from the data collected from the 1990 Census and Union County's Consolidated Plan, new dwellings on new land would need to be acquired. Real Estate development is a long-term commitment that depends upon long-term returns to make the investment worthwhile. Development of housing stock similar to what RHA has now depends upon subsidies, which currently cannot be counted upon as HUD "soul searches" the path it wants to take in the near and long term.

It is no longer "business as usual" in Washington, D.C. They are unsure of their continued commitment. Funding was "waffled" of late. Section 8, not public housing, seems to be in vogue as the preferred method of supplying affordable housing to the qualified population of the United States. But, this too has its limitations in Central New Jersey as well as in other parts of the Country. In this booming economy, additional incremental private landlords willing to accept vouchers are not readily available. There is a shortage, at least in the North

East, of housing in general. The appearance of vouchers from one year to the next then gone a few years later does not encourage new private development either.

Affordable housing development cannot depend upon the “old” methods but must employ funding sources not commonly used. The acquisition of land itself will be expensive and possibly unproductive for years until RHA has the funding to build upon it. It is time consuming and somewhat risky to layer all the financing necessary to develop affordable housing and to pay for cost of complying with the ongoing regulations without the prospects of a subsidy. This is a tough road that will take years but it can be done.

Therefore, the plans, statements, budget summary, policies, etc. set forth in the Agency Plan lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a modern comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan while addressing continued HUD requirements. Here are just a few highlights:

- Enhance the marketability and curb appeal of RHA’s public housing units.
- Increase and improve the identity of RHA.
- Aggressively pursue Residents Opportunity Self-Sufficiency programs.
- Apply for Redevelopment Agency Status.
- Pursue alternate funding.
- In the day to day operations, keep in mind, quality of life issues are important.

In summary, we are on course to improve the condition of affordable housing in Rahway.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	24
5. Operations and Management Policies	28
6. Grievance Procedures	30
7. Capital Improvement Needs	31

8. Demolition and Disposition	42
9. Designation of Housing	43
10. Conversions of Public Housing	44
11. Homeownership	45
12. Community Service Programs	47
13. Crime and Safety	50
14. Pets (Inactive for January 1 PHAs)	52
15. Civil Rights Certifications (included with PHA Plan Certifications)	52
16. Audit	52
17. Asset Management	52
18. Other Information	53

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (NJ032a02)
- FY 2000 Capital Fund Program Annual Statement (Table Library Page 1)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (Table Library Page 8)
- Public Housing Drug Elimination Program (PHDEP) Plan (NJ032a01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Page 53)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation:	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <b>X</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <b>X</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	7,241	5	5	3	1	3	3
Income >30% but <=50% of AMI	6,537	5	5	3	1	3	3
Income >50% but <80% of AMI	6,101	5	5	3	1	3	3
Elderly	7,359	5	5	3	1	3	2
Families with Disabilities	1,635	5	5	3	1	3	2
African/American	7,768	5	5	3	1	3	3
Hispanic	5,724	5	5	3	1	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Other	2,862	5	5	3	1	3	3
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995 to 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	500		
Extremely low income <=30% AMI	135	27	
Very low income (>30% but <=50% AMI)	203	41	
Low income (>50% but <80% AMI)	162	32	
Families with children	177	35	
Elderly families	304	61	
Families with Disabilities	19	4	
White	174	35	
African/American	279	56	
American Indian	2	1	
Asian/Hispanic	45	9	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	323	64	
2 BR	93	19	
3 BR	73	15	
4 BR	11	2	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? **35**

Does the PHA expect to reopen the list in the PHA Plan year? No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	237		23
Extremely low income <=30% AMI	24		
Very low income (>30% but <=50% AMI)	167		
Low income (>50% but <80% AMI)	46		
Families with children	216		
Elderly families	8		
Families with Disabilities	2		
White	16		
African/American	218		
Hispanic/Asian	2		
Indian/Alaskan	1		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	323	64	
2 BR	93	19	

Housing Needs of Families on the Waiting List			
3 BR	73	15	
4 BR	11	2	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>35</b>			
Does the PHA expect to reopen the list in the PHA Plan year? No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,499,517	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	60,924	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	PENDING	
h) Community Development Block Grant	AWARDED	Capital Improvements
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	796,460	OPERATIONS
<b>4. Other income (list below)</b>		
MISC. EXCESS UTILITIES	34,520	OPERATIONS
<b>4. Non-federal sources (list below)</b>		
INVESTMENT INCOME PHA	19,660	OPERATIONS
	1,000	OPERATIONS
<b>Total resources</b>	3,464,219	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (5)
  - When families are within a certain time of being offered a unit: (state time)
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an

absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
**NJ032P001, NJ032P002A and NJ032P006**
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
**NJ032P001, NJ032P002A and NJ032P006**
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

**NJ032P001, NJ032POO2-A AND NJ032POO6**

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)  
**Housekeeping Inspections**
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence
- 1 Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)  
**\$100/Month/Household (Payroll deductions: Union Dues, Hospitalization, Uniforms)**

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below) **Not to exceed 95% of market comparability**

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - Above 100% but at or below 110% of FMR
  - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

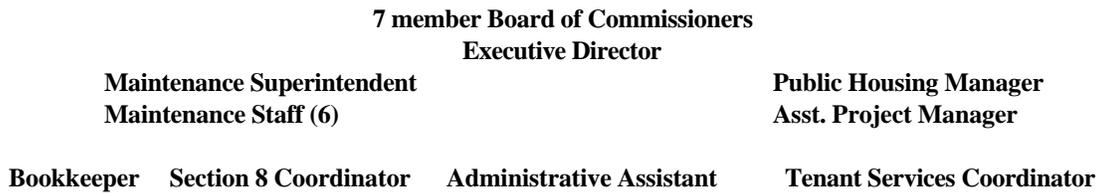
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- X** An organization chart showing the PHA’s management structure and organization is attached (**see below**):



A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	277	10%
Section 8 Vouchers	14	N/A
Section 8 Certificates	170	10%
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	277	10%
Other Federal Programs(list individually)		

--	--	--

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

- 1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

- 2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
  - PHA main administrative office
  - PHA development management offices
  - Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- X The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NJ39P03270800 FFY of Grant Approval: 07/2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$28,000
4	1410 Administration	\$30,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$20,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$130,000
10	1460 Dwelling Structures	\$255,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$55,000
12	1470 Nondwelling Structures	\$5,000
13	1475 Nondwelling Equipment	\$63,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$586,000
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	\$4,000
23	Amount of line 20 Related to Security	\$25,000
24	Amount of line 20 Related to Energy Conservation Measures	\$135,000

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
1. NJ32-1 Glendenning Homes	1. Install new doors & storm doors	1460	\$90,000
	2. Install patios for dwelling units in six (6) Buildings	1450	\$50,000
	3. Purchase furniture for maintenance Buildings at 804 Leesville Ave.	1470	\$5,000
2. NJ32-2B JFK Annex	1. Paint existing rails/doors	1460	\$3,000
	2. Upgrade Handicapped access	1450	\$4,000
3. NJ32-3 JFK	1. Purchase refrigerators	1465.1	\$30,000
	2. Various concrete work	1450	\$10,000
	3. Paint fire escapes and exterior doors	1460	\$18,000
4. NJ32-4 Schaffhauser Towers	1. Community Room Upgrade	1460	\$3,000
	2. Fire Pump Test Header	1460	\$3,000
	3. Complete Cleaning of air duct system	1460	\$15,000
	4. Gas conversion/Tank	1460	\$20,000
	5. Repair roof leak affecting Apt. 509	1460	\$10,000
	6. Upgrade upstairs office	1460	\$20,000
5. NJ32-5 Clifford P. Case Apts.	1. Concrete work/patio	1450	\$10,000
	2. Upgrade Community Room	1460	\$3,000
	3. Solve Drainage Problem	1450	\$6,000
	4. Complete cleaning of air duct system	1460	\$5,000
	5. Install new roof & gutter system	1460	\$54,000
6. NJ32-6 Ruby Scott Gardens	1. Refurbish Apt. 1011-B	1460	\$5,000
	2. Purchase refrigerators	1465.1	\$15,000
	3. Emergency Power switches	1460	\$1,000
7. Work items at Family sites	1. Install Security Cameras & related Security equipment	1475	\$25,000
	2. Employ necessary measures to grow Grass	1450	\$20,000

5. Work items at all Sites	1. Hire landscaper to do various site upgrades	1450	\$20,000
	1. Install gas lines for laundry rooms	1460	\$5,000
6. PHA-wide all sites	1. Miscellaneous site improvements	1450	\$10,000
10. PHA-wide dwelling equipment all sites	1. Purchase dwelling equipment to be used at all sites as needed	1465.1	\$10,000
11. PHA-wide Non-dwelling Equipment all sites	1. Upgrade computer hardware	1475	\$8,000
	2. Purchase sweeper	1475	\$25,000
	3. Purchase Miscellaneous non-dwelling equipment	1475	\$5,000
12. PHA-wide management improvements	1. Staff Computer Training	1408	\$2,400
	2. Staff professional development training	1408	\$3,600
	3. Commissioner & Executive Director State-mandated training	1408	\$9,000
	4. Resident economic development program	1408	\$10,000
	5. Internet service for computers	1408	\$3,000
13. PHA-wide Administration	1. Pay part of Executive Director's salary to oversee Capital Fund Program	1410	\$10,000
	2. Pay part of Grant Writer's salary to assist in obtaining additional modernization funds.	1410	\$10,000
	3. Pay part of Maintenance Director's salary to act as clerk of the works	1410	\$10,000
14. Fees & Costs	6. A&E Fees for work items requiring A&E services	1430	\$13,000
	7. Consultant's fee for assistance in all aspects of Capital Fund Program & Administration of all open modernization programs	1430	\$7,000
<b><u>GRANT TOTAL:</u></b>			<b><u>\$586,000</u></b>

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1. NJ32-1 Glendenning Homes & NJ32- 2A JFK Apartments	3/31/2002	9/30/2003
2. NJ32-2B JFK Apartments	3/31/2002	9/30/2003
3. NJ32-3 JFK Apartments II	3/31/2002	9/30/2003
4. NJ32-4 Schaffhauser Towers	3/31/2002	9/30/2003
5. NJ32-5 Case Apartments	3/31/2002	9/30/2003
6. NJ32-6 Ruby Scott Gardens	3/31/2002	9/30/2003
7,8,9,10 & 11 PHA- Wide Activities	3/31/2002	9/30/2003
12. Management Improvements		9/30/2003
(1)	3/31/2002	
(2)	3/31/2002	
(3)	3/31/2002	9/30/2003
(4)	3/31/2002	9/30/2003
(5)	3/31/2002	9/30/2003
		9/30/2003
		9/30/2003
		9/30/2003
		9/30/2003

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**Optional Table for 5-Year Action Plan for Capital Fund  
(Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**Rahway Housing Authority – 5 Year Action Plan (Years 2001 – 2004)**

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ32-1	Glendenning Homes	8	10.5
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Planned Start Date (HA Fiscal Year)			
1. Completely Renovate Six (6) Buildings		\$918,000	2001, 2002, 2003 2004
2. Basement Entry Hoods		\$22,000	2001
3. Signage		\$5,000	2001
4. Site Improvements including fencing, landscaping & parking lot		\$61,000	2001 & 2003
5. Remove two (2) oil tanks		\$80,000	2002
6. Refrigerators		\$46,000	2003
1. Painting of railings & doors		\$8,000	2003

<b>Total estimated cost over next 5 years</b>		<b>\$1,140,000</b>	
<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ32-2A	JFK Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Kitchen Floors six (6) units		\$12,000	2001
2. Remove Two (2) oil tanks		\$85,000	2002
3. Renovate One (1) building		\$100,000	2004
Total estimated cost over next 5 years:		\$197,000	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ32-2B	JFK Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Reconfigure Studios into one (1) Bedroom & Laundry		\$50,000	2001
2. Install Gazebo		\$11,000	2001
3. Site Improvements, including fencing, landscaping & parking lot		\$65,000	2001-2004
4. Signage		\$ 5,000	2001
Total estimated cost over next 5 years:		\$131,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-3	JFK Apartments II			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Carpet Hallways			\$ 5,000	2001
2. Re-tile Community Room			\$ 7,000	2001
3. Landscaping			\$ 6,000	2001
Total estimated cost over next 5 years:			\$18,000	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-4	Schaffhauser Towers			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Office Renovation (Phase I)			\$ 62,000	2001
2. Landscaping, fencing & gazebo			\$ 24,000	2001
3. Signage			\$ 15,000	2001
4. Kitchen counters/rest rooms/floor tile			\$ 22,000	2002
5. Office Renovation (Phase II)			\$ 38,000	2002
6. Remove oil tank			\$25,000	2003
7. Bathroom Renovations			\$30,000	2003
8. Upgrade pull chain/intercom system			\$15,000	2004
Total estimated cost over next 5 years:			\$231,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

<b>NJ32-5</b>		<b>Clifford P. Case Apartments</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Install Gazebo				\$ 10,000	2001
2. Front Awning				\$ 10,000	2001
3. Signage				\$ 1,000	2001
4. Painting & Rugs				\$ 12,000	2001
5. Site Improvements, including parking lot				\$ 22,000	2003
6. Upgrade pull chain/intercom system				\$ 15,000	2004
<b>Total estimated cost over next 5 years:</b>				<b>\$ 70,000</b>	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
<b>NJ32-6</b>	<b>Ruby Scott Gardens</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Kitchen Counters & Cabinets				\$ 60,000	2002
2. Domestic Hot Water Heaters				\$ 35,000	2002
3. Stoves				\$ 10,000	2003
4. Doors				\$ 3,000	2003
<b>Total estimated cost over next 5 years:</b>				<b>\$108,000</b>	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
<b>PHA-Wide</b>					
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Purchase Vehicle				\$ 25,000	2001
2. Upgrade Computer Hardware				\$ 32,000	2001– 2004
3. Miscellaneous Dwelling Equipment				\$ 40,000	2001– 2004
4. Miscellaneous Site Improvements				\$ 40,000	2001– 2004
<b>Total estimated cost over next 5 years:</b>				<b>\$137,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	Management Improvements			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Staff Computer Training			\$ 9,000	2001 – 2004
2. Staff Professional Development Training			\$ 14,400	2001 – 2004
3. Commissioner & Executive Director State-Mandated Training			\$ 36,000	2001 – 2004
4. Resident Economic Development Program			\$ 40,000	2001 – 2004
5. Internet Service For Computers			\$ 12,000	2001 – 2004
<b>Total estimated cost over next 5 years:</b>			<b>\$112,000</b>	

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development

- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to

component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	<input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

--

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I

<input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

X Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 02/01/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- X Public housing rent determination policies
- X Public housing admissions policies
- X Section 8 admissions policies
- X Preference in admission to section 8 for certain public housing families
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Maintenance Trainees	2	Specific criteria	Main office	Both
Part-time Janitors	3	Specific criteria	Main office	PH
Summer Help (Teenagers)	7	Random	Main office	Both
Six (6) Stipends	6	PHDEP	Main office	PH
Stipend (Laundry Room)	1	Random	Main office	PH
Landscaping	Various	Project based	Main office	PH

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**NJ032P001, NJ032P002A AND NJ032P006**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**NJ032P001, NJ032P002A AND NJ032P006**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - Police provide crime data to housing authority staff for analysis and action
  - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)  
Police regularly testify in and otherwise support eviction cases
  - Police regularly meet with the PHA management and residents
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - Other activities (list below)
2. Which developments are most affected? (list below)

**NJ032P001, NJ032POO2A AND NJ032POO6**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?



**Flat rents from initial 100% market to no more than 95%**

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below: **Capital Fund Program Altered**

**ACOP/Flat rents reduced**

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **Union County, NJ**
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - X** The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **Union County, NJ (Jurisdiction) did not include, nor ask, nor was aware they should ask for our input in the current 5 year plan. This situation has changed and Rahway Housing was asked for its input for the next 5 year plan being developed now.**

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

**PHDEP PLAN-----NJ032a01**

**ACOP – CHAPTER 4 (DECONCENTRATION)-----NJ032a02**

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ39P03270800    FFY of Grant Approval: 07/2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$28,000
4	1410 Administration	\$30,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$20,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$130,000
10	1460 Dwelling Structures	\$255,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$55,000

**Table Library**

12	1470	Nondwelling Structures	\$5,000
13	1475	Nondwelling Equipment	\$63,000
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$586,000</b>
21	Amount of line 20 Related to LBP Activities		-0-
22	Amount of line 20 Related to Section 504 Compliance		\$4,000
23	Amount of line 20 Related to Security		\$25,000
24	Amount of line 20 Related to Energy Conservation Measures		\$135,000

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
1. NJ32-1 Glendenning Homes	1. Install new doors & storm doors	1460	\$90,000
	2. Install patios for dwelling units in six (6) Buildings	1450	\$50,000
	3. Purchase furniture for maintenance	1470	\$5,000

Buildings at 804 Leesville Ave.			
2. NJ32-2B JFK Annex	1. Paint existing rails/doors	1460	\$3,000
	2. Upgrade Handicapped access	1450	\$4,000
3. NJ32-3 JFK	1. Purchase refrigerators	1465.1	\$30,000
	2. Various concrete work	1450	\$10,000
	3. Paint fire escapes and exterior doors	1460	\$18,000
4. NJ32-4 Schaffhauser Towers	1. Community Room Upgrade	1460	\$3,000
	2. Fire Pump Test Header	1460	\$3,000
	3. Complete Cleaning of air duct system	1460	\$15,000
	4. Gas conversion/Tank	1460	\$20,000
	5. Repair roof leak affecting Apt. 509	1460	\$10,000
	6. Upgrade upstairs office	1460	\$20,000
5. NJ32-5 Clifford P. Case Apts.	1. Concrete work/patio	1450	\$10,000
	2. Upgrade Community Room	1460	\$3,000
	3. Solve Drainage Problem	1450	\$6,000
	4. Complete cleaning of air duct system	1460	\$5,000
	5. Install new roof & gutter system	1460	\$54,000
6. NJ32-6 Ruby Scott Gardens	1. Refurbish Apt. 1011-B	1460	\$5,000
	2. Purchase refrigerators	1465.1	\$15,000
	3. Emergency Power switches	1460	\$1,000
7. Work items at Family sites	1. Install Security Cameras & related Security equipment	1475	\$25,000
	2. Employ necessary measures to grow Grass	1450	\$20,000

**Table Library**

5. Work items at all Sites	1. Hire landscaper to do various site upgrades	1450	\$20,000
	1. Install gas lines for laundry rooms	1460	\$5,000
6. PHA-wide all sites	1. Miscellaneous site improvements	1450	\$10,000
10. PHA-wide dwelling equipment all sites	1. Purchase dwelling equipment to be used at all sites as needed	1465.1	\$10,000
11. PHA-wide Non-dwelling Equipment all sites	1. Upgrade computer hardware	1475	\$8,000
	2. Purchase sweeper	1475	\$25,000
	3. Purchase Miscellaneous non-dwelling equipment	1475	\$5,000
12. PHA-wide management improvements	1. Staff Computer Training	1408	\$2,400
	2. Staff professional development training	1408	\$3,600
	3. Commissioner & Executive Director State-mandated training	1408	\$9,000
	4. Resident economic development program	1408	\$10,000
	5. Internet service for computers	1408	\$3,000
13. PHA-wide Administration	1. Pay part of Executive Director's salary to oversee Capital Fund Program	1410	\$10,000
	2. Pay part of Grant Writer's salary to assist in obtaining additional modernization funds.	1410	\$10,000
	3. Pay part of Maintenance Director's	1410	\$10,000

**Table Library**

	salary to act as clerk of the works		
14. Fees & Costs	6. A&E Fees for work items requiring A&E services	1430	\$13,000
	7. Consultant's fee for assistance in all aspects of Capital Fund Program & Administration of all open modernization programs	1430	\$7,000
	<b><u>GRANT TOTAL:</u></b>		<b><u>\$586,000</u></b>

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1. NJ32-1 Glendenning Homes & NJ32- 2A JFK Apartments	3/31/2002	9/30/2003
2. NJ32-2B JFK Apartments	3/31/2002	9/30/2003
3. NJ32-3 JFK Apartments II	3/31/2002	9/30/2003
4. NJ32-4 Schaffhauser Towers	3/31/2002	9/30/2003
5. NJ32-5 Case Apartments	3/31/2002	9/30/2003
6. NJ32-6 Ruby Scott Gardens	3/31/2002	9/30/2003

7,8,9,10 & 11 PHA-  
Wide Activities

12. Management  
Improvements

(1)

(2)

(3)

(4)

(5)

3/31/2002

3/31/2002

3/31/2002

3/31/2002

3/31/2002

3/31/2002

9/30/2003

9/30/2003

9/30/2003

9/30/2003

9/30/2003

9/30/2003

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

### Rahway Housing Authority – 5 Year Action Plan (Years 2001 – 2004)

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ32-1	Glendenning Homes	8	10.5
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Completely Renovate Six (6) Buildings		\$918,000	2001, 2002, 2003 \$ 2004
2. Basement Entry Hoods		\$22,000	2001
6. Signage		\$5,000	2001
7. Site Improvements including fencing, landscaping & parking lot		\$61,000	2001 & 2003
8. Remove two (2) oil tanks		\$80,000	2002
9. Refrigerators		\$46,000	2003
10. Painting of railings & doors		\$8,000	2003

<b>Total estimated cost over next 5 years</b>		<b>\$1,140,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ32-2A	JFK Apartments		

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Kitchen Floors six (6) units	\$12,000	2001
2. Remove Two (2) oil tanks	\$85,000	2002
3. Renovate One (1) building	\$100,000	2004
Total estimated cost over next 5 years:	\$197,000	

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ32-2B	JFK Apartments		

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Reconfigure Studios into one (1) Bedroom & Laundry	\$50,000	2001
2. Install Gazebo	\$11,000	2001
3. Site Improvements, including fencing, landscaping & parking lot	\$65,000	2001 & 2004
4. Signage	\$ 5,000	2001
Total estimated cost over next 5 years:	\$131,000	

--	--	--	--	--

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-3	JFK Apartments II				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Carpet Hallways			\$ 5,000	2001	
2. Re-tile Community Room			\$ 7,000	2001	
3. Landscaping			\$ 6,000	2001	
Total estimated cost over next 5 years:			\$18,000		

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-4	Schaffhauser Towers				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Office Renovation (Phase I)			\$ 62,000	2001	
2. Landscaping, fencing & gazebo			\$ 24,000	2001	
3. Signage			\$ 15,000	2001	
4. Kitchen counters/rest rooms/floor tile			\$ 22,000	2002	
5. Office Renovation (Phase II)			\$ 38,000	2002	
6. Remove oil tank			\$25,000	2003	
7. Bathroom Renovations			\$30,000	2003	
8. Upgrade pull chain/intercom system			\$15,000	2004	
<b>Total estimated cost over next 5 years:</b>			<b>\$231,000</b>		

Table Library

--	--	--	--	--

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-5	Clifford P. Case Apartments				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Install Gazebo			\$ 10,000	2001	
2. Front Awning			\$ 10,000	2001	
3. Signage			\$ 1,000	2001	
4. Painting & Rugs			\$ 12,000	2001	
5. Site Improvements, including parking lot			\$ 22,000	2003	
6. Upgrade pull chain/intercom system			\$ 15,000	2004	
<b>Total estimated cost over next 5 years:</b>			<b>\$ 70,000</b>		

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-6	Ruby Scott Gardens				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Kitchen Counters & Cabinets			\$ 60,000	2002	
2. Domestic Hot Water Heaters			\$ 35,000	2002	
3. Stoves			\$ 10,000	2003	
4. Doors			\$ 3,000	2003	
<b>Total estimated cost over next 5 years:</b>			<b>\$108,000</b>		

Table Library

--	--	--	--

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Purchase Vehicle			\$ 25,000	2001
2. Upgrade Computer Hardware			\$ 32,000	2001 – 2004
3. Miscellaneous Dwelling Equipment			\$ 40,000	2001 – 2004
4. Miscellaneous Site Improvements			\$ 40,000	2001 – 2004
<b>Total estimated cost over next 5 years:</b>			<b>\$137,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	Management Improvements			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Staff Computer Training			\$ 9,000	2001 – 2004
2. Staff Professional Development Training			\$ 14,400	2001 – 2004
3. Commissioner & Executive Director State-Mandated Training			\$ 36,000	2001 – 2004
4. Resident Economic Development Program			\$ 40,000	2001 – 2004
5. Internet Service For Computers			\$ 12,000	2001 – 2004
<b>Total estimated cost over next 5 years:</b>			<b>\$112,000</b>	



**Table Library**

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ 60, 924.**
- B. Eligibility type (Indicate with an “x”) N1\_\_\_\_\_ N2\_\_\_\_\_ R  X**
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

**The Rahway Housing Authority and the Rahway Police Department will continue to use comprehensive security and preventive based approach methods to combat drug-related crime problems. Continued emphasis will be placed upon supplemental uniformed police protection, drug prevention, education and recreation programs as well as our voluntary tenant patrol.**

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Rahway Housing Authority	277	502

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months\_\_\_\_\_ 12 Months  X  18 Months\_\_\_\_\_ 24 Months\_\_\_\_\_ Other \_\_\_\_\_**

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY1998	81,900	NJ39DEP0320198	13,564	N/A	06/2000
FY 1999	60,924	NJ39DEP0320199	60,924	N/A	04/2001

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**While police and tenant patrol presence provide a deterrent to illicit drug activity conducted by other tenants, guests and/or unwelcome visitors attempting to buy or sell drugs on the premises, this is only one facet of the problem. For a comprehensive strategy, drug prevention/intervention programming must take place. Drug awareness, educational and recreational opportunities will be provided to “get ahead of the curve” and take a proactive position in the community. A board goal is to build self-esteem. Rahway Housing along with its tenant association has and will partnership with various organizations which include Rahway Board of Education, Rahway PAL, Union County YMCA & YWCA and counseling through Narcotics Anonymous.**

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY 2000 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$ 31,020
9120 - Security Personnel	
9130 - Employment of Investigators	4,000
9140 - Voluntary Tenant Patrol	1,904
9150 - Physical Improvements	
9160 - Drug Prevention	20,000
9170 - Drug Intervention	4,000
9180 - Drug Treatment	
9190 - Other Program Costs	

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ 31,020</b>		
Goal(s)	<b>Supplemental Police Patrols</b>						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. <b>Supplemental Police Patrols</b>			<b>04/01</b>	<b>02/02</b>	<b>31,020</b>	<b>30,580</b>	<b>Crime States</b>
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$-0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$ 4,000</b>		
Goal(s)	<b>Maintain Presence</b>						
Objectives	<b>Assist Police Enforcement with pictures &amp; evidence</b>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. <b>Surveillance</b>			<b>02/01</b>	<b>02/02</b>	<b>4,000</b>	<b>-0-</b>	<b>Stats</b>
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ 1,904</b>		
Goal(s)	<b>Maintain Presence</b>						
Objectives	<b>Supervise Tenant Patrol &amp; offer N.A. Meetings positive help</b>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Volunteer Tenant Patrol	307	307	04/01	02/02	1,904	6,000	Reports/various indicators
2. Narcotics Anonymous Meetings	60	307	04/01	02/02	-0-	2,000	Attendance
3.						(Nat. Council on Alcho.)	

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$-0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 20,000</b>		
Goal(s)	<b>Drug Prevention</b>						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Program Coordinator	307	307	04/01	02/02	12,000	-0-	Activities/program
2.Travel/Conferences	502	502	04/01	02/02	3,000	-0-	Training/Bus trips
3.Instructors/Counseling	307	307	04/01	02/02	5,000	6,000/ Bd. of Ed.	Classes/Attendance

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$4,000</b>	
Goal(s)	<b>Drug Intervention</b>						
Objectives	<b>Professional Assistance</b>						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <b>Counseling</b>	<b>502</b>	<b>502</b>	<b>04/01</b>	<b>02/02</b>	<b>4,000</b>	<b>4,000/</b>	<b>Referral</b>
2.						<b>V.A. &amp; Hospice</b>	
3.							

<b>9180 - Drug Treatment</b>						<b>Total PHDEP Funding: \$-0-</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$-0-</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110			<b>1</b>	<b>31,020</b>
9120				
9130			<b>1</b>	<b>4,000</b>
9140			<b>1,2</b>	<b>1,904</b>
9150				
9160			<b>1,2,3</b>	<b>20,000</b>
9170			<b>1</b>	<b>4,000</b>
9180				
9190				
<b>TOTAL</b>		\$		<b>\$ 60,924</b>

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## **Chapter 4**

### **TENANT SELECTION AND ASSIGNMENT PLAN**

(Includes Preferences and Managing the Waiting List)

[24 CFR 960.204]

#### **INTRODUCTION**

It is the PHA's policy that each applicant shall be assigned an appropriate place on a jurisdiction-wide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The PHA will offer the unit until it is accepted. This Chapter describes the PHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

#### **PHA's Objectives**

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

#### **A. MANAGEMENT OF THE WAITING LIST**

The PHA will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of date and time of application receipt.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

#### **Opening and Closing the Waiting Lists**

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The PHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

#### **When Application Taking is Suspended**

The PHA may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 12 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the PHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 18 months. The PHA will give at least three days' notice prior to closing the list. When the period for accepting applications is over, the PHA will add the new applicants to the list by:

Separating the new applicants into groups based on preferences and unit size and ranking applicants within each group by date and time of application.

The PHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

#### **Reopening the List**

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the PHA may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### **Limits on Who May Apply**

When the waiting list is open,

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the PHA may only accept applications from:

Any family claiming a specific size bedroom preference.

Any family claiming local preferences.

If there are sufficient applications from elderly families, disabled families, and displaced singles, applications will not be accepted from Other Singles.

When the application is submitted to the PHA:

It establishes the family's date and time of application for placement order on the waiting list.

### **Multiple Families in Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

### **B. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the PHA's Selection Criteria as defined in this policy.

The PHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the PHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the PHA to verify their preference and, if verified, the PHA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the PHA.

Among applicants with equal preference status, the waiting list will be organized by date and time.

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

### **Local Preferences**

Local preferences will be used to select among applicants on the waiting list. Public notice with opportunity for public comment will be held before the PHA adopts any local preference.

The notice will be distributed following the same guidelines as those used for opening or closing the waiting list.

The PHA uses the following Local Preferences:

Families with Incomes Needed to Achieve Deconcentration of Poverty and Income-Mixing: for families with incomes needed to achieve deconcentration of poverty and income-mixing goals.

Residency preference: for families who live, work, or have been hired to work in the jurisdiction.

Veteran preference

Working preference (24 CFR 5.415): for families with at least one adult who is employed and has been employed for 6 months. This preference is extended equally to an applicant whose head or spouse are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work

This includes families who are graduates of or participants in educational and training programs designed to prepare the individual for the job market.

**Treatment of Single Applicants**

All families with children, elderly families and disabled families will have an admission preference over "Other Singles".

The PHA also uses the following local preferences which are further described in this section.

Involuntarily displaced.

Descriptions of these Preferences and "definitional options" (or sub-categories) follows.

**Involuntary Displacement Preference**

Involuntarily Displaced applicants are applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by the PHA.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of one of the following situations.

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
2. Federal, state or local government action related to code enforcement, public improvement or development.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy, and is other than a rent increase.
4. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family.

### **Definition of Standard Replacement Housing**

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards, that is adequate for the family size according to Housing Quality Standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of Victims of Domestic Violence) housing occupied by the individual who engages in such violence. It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress.

### **C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the PHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

### **D. INCOME TARGETING**

The PHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the PHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that the PHA has provided more than 75 percent of newly available vouchers and certificates to "extremely low income families." This fungibility provision discretion by the PHA is also reflected in the PHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

**The Fungibility Floor:** Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

### **Low Income Family Admissions**

Once the PHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the PHA will fill the remainder of its new admission units with families

**E. UNITS DESIGNATED FOR THE DISABLED**

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

The PHA has some units designed for persons with mobility, sight and hearing impairments. These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

**F. MIXED POPULATION UNITS**

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

**G. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the PHA's general occupancy units.

The PHA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

**H. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least biannually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

### **Deconcentration and Income-Mixing Goals**

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

The PHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

### **Project Designation Methodology**

The PHA will determine and compare tenant incomes at the developments listed in this Chapter.

The PHA will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

The PHA will not select families for a particular project if the selection will have a negative effect on the PHA's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.

#### Method No. 1 – Aggregate Mean Method

The PHA will review the annual resident income of all family sites and using the incomes of all families in the targeted developments as a baseline, determine the mean income of all of its resident families.

The PHA will designate higher income developments those with mean income above the aggregate average.

The PHA will designate lower income developments those with mean income below the aggregate average.

### **PHA Incentives for Higher Income Families**

The PHA will offer certain incentives to higher income families whose household annual income does not exceed \$50,000 and are willing to move into lower income projects. The PHA will not take any adverse action against any higher income family declining an offer by the PHA to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the PHA will offer the following incentives for higher income families moving into lower income projects:

PHA will allow occupancy standards of one child per bedroom.

PHA will approve a transfer request to another site of the family's preference after 3 years of occupancy (such transfers will be based on date order of similar requests received)

PHA will provide permissive involuntary deductions for a maximum period of 60 months at the sole discretion of the PHA:

Up to \$100 per month for earned income of up to \$25,000 per year per household for:

- Union Dues deducted from your pay.
- Payroll deductions for uniforms, tools and equipment
- Payroll deductions for health insurance (both medical and dental)

PHA will provide permissive deductions to earned income for an allowance of up to \$100 per month per household for excess travel to and from work for a maximum period of 60 months at the sole discretion of the PHA. Travel to and from Newark NJ or New Brunswick, NJ is not considered excessive.

**L. VERIFICATION OF PREFERENCE QUALIFICATION** [24 CFR 5.415]

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

**Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

**J. PREFERENCE DENIAL** [24 CFR 5.415]

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. The applicant will have 5 working days to request the meeting in writing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.

**K. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST**

The PHA will not merge the waiting lists for public housing and Section 8.

**L. REMOVAL FROM WAITING LIST AND PURGING** [24 CFR 960.204(a)]

The waiting list will be purged every three years by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within 10 calendar days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply within the proscribed period.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability or a extended hospital stay.

Applicants are notified with confirmation of the PHA's receipt of their application that they are responsible for notifying the PHA within 10 calendar days, if they have a change of address.

#### **M. OFFER OF ACCESSIBLE UNITS**

The PHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the PHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the PHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the PHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

#### **N. PLAN FOR UNIT OFFERS**

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

#### **O. CHANGES PRIOR TO UNIT OFFER**

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

**P. APPLICANT STATUS AFTER FINAL UNIT OFFER**

When an applicant rejects the final unit offer the PHA will:

Place the applicant's name on the bottom of the waiting list.

**Q. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offer within 5 working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the PHA will send a letter.

**Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be removed from the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.  
[24 CFR 945.303(d)]

The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

**Applicants With a Change in Family Size or Status**

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The PHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

The family will take the appropriate place on the waiting list according to the date they first applied.

**R. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

If the unit offered is refused for other reasons, the PHA will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.