

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

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**DRAFT**

**PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

**Glassboro, New Jersey**

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the Borough of Glassboro

**PHA Number:** NJ051

**PHA Fiscal Year Beginning:** 01/2000

**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 Mission  
of the  
Housing Authority of the Borough of Glassboro*

is to assist low-income families, the elderly and the disabled with decent, safe, sanitary, and affordable housing, and to provide those residents who strive to achieve self-sufficiency and to improve the quality of their lives with opportunities to reach their goals. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

***Our Priorities:***

***First,***

to provide, preserve and improve our housing stock through a strong maintenance and modernization program.

***Second,***

to assist our residents and clients by providing access to opportunities for counseling, for further education, for vocational training, and for increased chances to reach self-sufficiency and home ownership.

**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.

*The Housing Authority of the Borough of Glassboro has developed its own Mission Statement and its own Strategic Goals and Objectives. It affirms that its mission, those goals and those objectives are consistent with the HUD Mission stated above and with the HUD Strategic Goals that follow.*

**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: if funding becomes available, pursue additional Section 8 vouchers or special vouchers for the elderly.
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: develop a non-profit corporation to achieve this end.
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) 97.79
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction: achieve at least a “standard” score on the PHAS Resident Survey.
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: (see Component 7 for the Authority Capital Fund Program Annual Statement, and Attachment 02 to the Plan)
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling: continue current practice of resident briefings on the “portability” of vouchers.
  - 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**

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

*Although the Authority has only one family development and therefore cannot offer its family residents a choice, we are aware of the need to assure that we do not concentrate poverty in any one of our 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: (see Component 13 for the Authority Drug Elimination/ Security Plan)

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**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families: (see "Other Goals and Objectives")

Provide or attract supportive services to improve assistance recipients' employability: (see "Other Goals and Objectives")

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**

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: Advertise housing programs and opportunities in places and publications over a wide range of potential resident interests; publish notices of available services at local social service agencies; establish an Authority website accessible to

additional potential users of GHA services.  
(Begin 4/2000 and continuing)

- 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: (as above)
- 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)**

## **GLASSBORO HOUSING AUTHORITY FIVE YEAR STRATEGIC GOALS AND OBJECTIVES**

### **I. Ensure effective housing program management.**

**STRATEGIC GOAL:**

Manage the Glassboro Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer on the Public Housing Assessment System (PHAS).

### **PERFORMANCE OBJECTIVES**

#### **1. Waiting List Management**

The Glassboro Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 20 days of their becoming vacant. (By 12/2001)

#### **2. Motivating Work Environment**

The Glassboro Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and financially responsible leader in the Glassboro community.

### **PERFORMANCE MEASURES**

- A.** Establish a waiting list size necessary to ensure meeting the goal set out in #1 above. In establishing this waiting list, the Glassboro HA will give particular attention to initiatives that encourage working families to continue their self-improvement efforts.

- B. The standard of management at the Glassboro HA shall be directly assessed by the indicators in the Public Housing Assessment System (PHAS) and in the Section Eight Management Assessment Program (SEMAP). The Glassboro HA aspires to "high performer" status under both measurement systems. If this goal is not attained, the Glassboro HA shall have met its management standards by scoring a minimum of at least 80% on the PHAS and SEMAP assessments.

## II. Improve Existing Site Conditions

**STRATEGIC GOAL:**

Improve the physical conditions of existing public housing developments to reflect attractive, neighborhoods which mirror quality, market-rate housing in Glassboro.

### PERFORMANCE OBJECTIVES

#### 1. Resident and Site Safety

Take regular *preventive actions* to ensure that all site safety systems, especially fire safety, are in good working order at all times and that general apartment and site conditions offer a safe environment for site residents, visitors and staff.

#### 2. Apartment Conditions

Ensure that all apartment interiors are in good, clean and safe condition. Establish, schedule, and enhance a new apartment inspection-work order completion system which targets completion of 100% of needed repairs in each apartment during a regular, annual schedule; or more generally, establish a maintenance system which is preventive and comprehensive vs. reactive, and driven by tenant complaints.

(Beginning 4/2000 and continuing)

#### 3. Operating Systems

Ensure that the existing mechanical, structural systems at each development are kept in good working order and in compliance with all applicable building codes and standards.

(Beginning 4/2000 and continuing)

#### 4. Site Appearance

Dramatically improve the overall, external appearance of each development so as to reflect attractive, good quality, market-rate housing in Glassboro; or put differently, ensure that Glassboro HA developments do not reflect the negative stereotype of a "housing project".

(Note: This objective will be pursued within quite limited financial constraints.)

### PERFORMANCE MEASURES

- A. "High Performer" scores in Public Housing Management Assessment Program (PHMAP) and the new Public Housing Assessment System (PHAS), and/or equivalent national performance assessment or accreditation system.
- B. An acceptance rate of 80% among new applicants offered an apartment. (By 4/2002)
- C. When comparing 1996-1998 site conditions and appearance with 2000-2002 conditions and appearance, any "reasonable person" would conclude that there has been a "dramatic improvement" in physical conditions and/or that the development reflects "...attractive, 'working' neighborhoods in good condition and quality, market rate housing in Glassboro."

### III. Promote And Enforce Resident Responsibility

**STRATEGIC GOAL:**

Promote clear resident expectations of Glassboro HA services capacity and of resident responsibilities to consistently work with the Glassboro HA to preserve and improve scarce affordable housing resources and community stability.

### PERFORMANCE OBJECTIVES

#### 1. New Social Patnership

Develop and support a new "Social Partnership" between the Glassboro HA and site residents that establishes a clear understanding of mutual responsibilities and expectations. Do this in the context of declining federal financial assistance and the realization that affordable housing is a scarce resource not available to the majority of income eligible families. Emphasize the need to exert cooperative efforts to sustain sound, safe, affordable and "working" communities.

#### 2. Effective Resident Organization Partnerships

Develop resident organizations at sites where none exist, including our elderly developments. Support and promote effective partnerships with site resident organizations to ensure strong support for building, managing and maintaining sound, safe, and affordable "working" communities, as central parts of the broader Glassboro community. Do this in context of the Glassboro HA's Strategic Goals, changing program *requirements*, declining federal financial assistance, the *uncompromising* mandates to preserve scarce housing resources, and the expectation for residents to be "Good Neighbors" to each other and to the broader Glassboro community.

#### 3. Good Neighbor Lease Enforcement

Consistently enforce residential lease requirements which promote resident responsibility for the actions of family members and guests to ensure that all families assisted through Glassboro HA programs do not interfere with the right of other residents to live in a safe

and peaceful environment. Clearly communicate, gain broad understanding of, and vigorously enforce federal and State "One Strike and You're Out" principles, policies and lease provisions.

#### **4. Program Integrity**

Consistently enforce all lease provisions, especially regarding rent setting, rent payment, and limiting occupancy to only authorized household renters. Through consistent enforcement, reduce the opportunities for and incidence of fraud and illegal occupancy. To strengthen its Social Partnership initiative, the Glassboro Housing Authority will also ensure that it meets its own obligations to its residents under their lease

### **PERFORMANCE MEASURES**

- A.** If a written "Social Partnership" has been produced and widely distributed throughout Glassboro HA housing communities; and the extent to which any "reasonable person" would conclude that the responsibilities and expectations outlined in the Partnership are both clear and comprehensive; (include independent, third party reviews).

(By the end of the first year after the GHA receives its PHAS Resident Survey results, and continuing thereafter. (By 12/2001)

- B.** The extent to which Glassboro HA developments have properly constituted resident representatives and organizations which meet quarterly, and consistently work with the Glassboro HA regarding problem identification, analysis, prioritizing action agendas and pursuing positive approaches to addressing community issues.

(By 12/2000)

- C.** The extent to which the vast majority of resident adults, their children and guests are complying with the terms and conditions of Lease provisions, especially relating to drug-related criminal and/or violent behavior which disrupts the peaceful enjoyment of the premises by other residents, and provisions relating to proper care of the individual's apartment or townhouse and community areas.

(By the number of reduced evictions necessary each year, beginning 4/2000 and continuing).

- D.** For "One Strike and You're Out" and "abuse of the premises" tenancy cases, the extent to which there is a tracking and disposition system that is effective, fair and consistent. For the most serious or repeated violators, the extent to which such cases are vigorously pursued and fairly resolved, i.e. the family is returned to normal tenancy through retraining or removal of the offending party(ies) or the offending family is permanently evicted.

## **IV. Promote And Support Self-Sufficiency**

### **STRATEGIC GOAL:**

Increase the proportion of working families throughout the Glassboro HA public and assisted housing communities. Do so by promoting and supporting residents' efforts to gain, sustain and improve employment, targeting residents at the Ellis Manor Family Development.

### **PERFORMANCE OBJECTIVES**

#### **1. Ellis Manor "Welfare to Work"**

Increase the number of existing site families who gain, sustain and improve their employment status and decrease the number of families, who are assisted under Temporary Aid to Needy Families (TANF).

#### **2. Glassboro HA and private sector job placements**

Continue to provide qualified residents with opportunities for employment and advancement with the Glassboro Housing Authority and for private sector employment referrals. Continue to assist residents to obtain educational training, vocational training, and job placement through the Glassboro Housing Authority Drug Elimination Program.

#### **3. Increase proportion of employed families**

Through private sector and Housing authority job placements, the Housing Authority will increase the proportion of employed families in the Ellis Manor complex, which will in turn, produce higher rental revenues and less dependence upon federal operating subsidy, by bringing economic improvement to our very low-income families.

### **PERFORMANCE MEASURES**

- A.** Increase the proportion of working adults at Ellis Manor from its current rate of 29% of all adults between 18 and 59 years old to 35% of those adults; decrease the proportion of TANF dependent and other unemployed adults between 18 and 59 years old from their current rate of 54% to 49%. Of the residents who begin employment, target 30% to sustain employment for at least one year after initial job placement.
- B.** Target 10 residents each year to be placed in private-sector positions through Glassboro HA linkages of which 75% will sustain employment for at least twelve months after hiring.
- C.** The extent to which the proportion of employed families throughout the Glassboro HA increases and results in increased average rents. We will measure this in overall rent averages and new resident average rents increasing by 2% annually.  
(Beginning in 1/2002 and continuing annually thereafter until achieving at least a 6% increase in annual dwelling rental income over the baseline FY 1999 amount)

## V. Achieve Greater Financial Stability

### **STRATEGIC GOAL:**

Improve Glassboro HA Financial Stability and Prospects. Do so by reducing operating expense increases, increase non-federal revenue, and thereby reducing dependence upon (declining) federal assistance. Do so while maintaining current service levels and pursuing Strategic Goals.

### **PERFORMANCE OBJECTIVES**

#### **1. Operating Expenses**

Reduce the overall rate of increase of non-utility, operating expenses for existing programs to half the rate of inflation (1). Achieve such for the Public Housing Program, our Section 8/Voucher Programs, and such assisted housing sites as the GHA may be able to develop with its proposed non-profit entity,

#### **2. Capital Improvements**

Increase the proportion of capital improvement funds which are allocated for new capital improvements by the amount increase allowed the Glassboro HA as its "High performer" bonus" amount under the Public Housing Assessment System (PHAS). This will be executed through the Department of Housing and Urban Development's Capital Fund. (Or, conversely, decrease the proportion of HUD's Capital Funds allocated for Management Improvements, and/or related supervision, coordination, monitoring, and reporting).

#### **3. Utility Costs**

Ensure that per unit consumption of oil, gas, electricity and water is consistent with overall reduction in dwelling unit utility costs resulting from Glassboro HA conservation efforts. Reduce (degree- day adjusted) consumption for fuel oil/gas used for heating by 1% per year. Consistently enforce utility charges for air conditioners and other tenant-provided appliances and equipment in order to minimize the increased electricity costs.

*(1) The "rate of inflation" will be HUD's Public Housing Performance Funding system (PFS) inflation factor (or equivalent) for respective years.*

### **PERFORMANCE MEASURES**

**A.** The extent to which the targeted reductions of the rate of increase of non-utility operating expenses and utility consumption are met.

- B. Reduce energy consumption by two percent (2%) over a three year period beginning 4/1/2000.

**VI. Maximize Participant And Neighborhood Results Of Rental Assistance Programs (Housing Choice Voucher Program)**

**STRATEGIC GOAL:**

Provide eligible and responsible families and senior citizens with Rental Assistance (Section 8 Certificates and Vouchers) to gain safe and standard privately-owned housing to the fullest extent of available resources, and ensure that the rental assistance positively contributes to the stability of the neighborhoods into which Program recipients move and in which owners participate.

**PERFORMANCE OBJECTIVES**

**1. Achieve Program Mandates**

Substantially improve the housing opportunities and circumstances (both physical and economic) for eligible lower income families and senior citizens through effectively providing rental assistance within the rules and regulations of the Housing Choice Voucher Program and of the Glassboro HA Administrative Plan.

**2. Self-Sufficiency Initiative Preferences**

Within the parameters of the *Quality Housing and Work Responsibility Act of 1998*, ensure that rental assistance preferences and related support is given to families who are working toward self- sufficiency through employment, training and/or education initiatives.

**3. Good Neighbor Initiative**

Ensure that the rental assistance provided not only improves the housing conditions of lower income families and senior citizens, but also does not detract from the stability of the neighborhoods into which Section 8 Housing Choice Voucher Program recipients move and in which owners participate.

**4. Program Integrity**

Ensure that internal controls for program integrity minimize the opportunity for fraud and incidents of fraud and abuse. Do so to ensure that only eligible and responsible applicants, participants and owners receive the benefits of the Rental Assistance Program.

**PERFORMANCE MEASURES**

- A. The extent to which the Glassboro HA achieves general and individual program area "High Performer" scores under HUD's Section 8 Management Assessment Program (SEMAP) evaluation system.

**B.** The extent to which new applicant preferences for working families are achieved, resulting in 35% of new Voucher program participants being working families or working toward self-sufficiency.

**C.** The extent to which there is a positive decreasing trend in indicators such as neighborhood complaints, calls for police assistance (for apartments leased under the Section 8 Program), and referrals from the Landlord/Tenant Responsibility Task Force, which the GHA is planning to implement in cooperation with the Borough of Glassboro.

**D.** The extent to which the Glassboro HA's Rental Assistance Programs pass third party audits, especially for sufficient internal controls. Also, the extent to which the Glassboro HA pursues and resolves any and all cases of fraud and abuse to the fullest extent available, including, but not limited to: termination of participant assistance and owner contract, repayment of assistance received improperly and prohibition from future Program participation.

**VII. Increase the availability of affordable, suitable housing for low to moderate-income families in Glassboro**

**STRATEGIC GOAL:**

Assist the Glassboro community with increasing the availability of affordable, suitable housing for families in the low to moderate-income range.

**PERFORMANCE OBJECTIVES**

**1. Formation of non-profit corporation**

The Glassboro Housing Authority will create a non-profit corporation to develop affordable housing for low to moderate-income families. (By 1/2003)

**2. Improve efficiency in housing lease-up process**

To assure that scarce housing resources are made available for re-rental promptly, decrease unit turnaround time by 5% per year until a goal of an average ten-day turnaround time is achieved. (Measured under PHAS and SEMAP)

**3. Assure a full lease-up rate in the Section 8 Voucher Program**

Wherever it is in the Glassboro HA's influence, increase the number of available units in the Housing Choice Voucher Program by efficient operations in the Section 8 department. By improved management, decrease the amount of time to issue vouchers and lease new voucher units. (Measured under SEMAP)

## PERFORMANCE MEASURES

- A. The extent to which the non-profit corporation is developed on-schedule.
- B. The extent to which the Glassboro HA can document a continuing reduction in unit turnaround time and rapidity of lease-up rates under PHAS and other internal tracking systems.
- C. The extent to which the Glassboro HA can improve its Section 8 operations as measured by the SEMAP "Lease-up Rate " indicator and a measurable decrease in the time to issue new vouchers and enters new Housing Assistance Contracts with landlords.

## SUPPORTIVE GOALS

The Glassboro HA Primary Goals must be supported by key internal organizational directions and actions. These directions and actions are presented as the Glassboro HA's Supportive Goals. These goals are not intended to be all-inclusive, but rather to focus Glassboro HA actions on those organizational areas that require particular attention.

We will measure the extent to which we achieve our Supportive Goals in terms of whether we *"Did what we said we'd do?"* Ultimately, however, achieving our Supportive Goals will be reflected in the extent to which we achieve our Primary Goals and Performance Objectives. Therefore, we present the Glassboro HA's Supportive Goals oriented toward "Key Implementation Areas" instead of the Performance Objectives, Measures and Actions as is the case for Glassboro HA Primary Goals.

## VIII. Enhance Management Information Systems

### **STRATEGIC GOAL:**

Substantially upgrade and expand the Glassboro HA's Management Information Systems so as to more effectively and efficiently gather, access, share, analyze, and use available data in order to better achieve Glassboro HA Strategic Goals.

## KEY IMPLEMENTATION AREAS

1. **Expanded and Upgraded Systems:** Substantially upgrade existing and establish a new, comprehensive, operationally useful Management Information System that has capacity to regularly generate management and financial information and reports necessary to administer and assess all our routine operations, as well as measure specific progress in achieving our

Strategic Goals; ensure appropriate access and usefulness of the system for all Glassboro HA organizational levels.

2. **Reporting Capacity:** Specifically ensure that the new MIS has the capacity to produce:
  - ❑ Monthly, site-by-site data required under the HUD Public Housing and Assisted Housing (Section 8) Management Assessment Program, HUD's new Public Housing Assessment System and successor public and assisted housing accreditation systems.
  - ❑ Applicant Selection information for the Public Housing and Rental Assistance (Section 8 Voucher) Programs as required by the "targeting provisions" of the '98 Housing Quality and Work Responsibility Act and by Glassboro HA Local Preferences giving selection priority to families working toward new, improved and/or sustained employment.
  - ❑ Detailed site-by-site demographic information about public housing populations, especially relating to income, source of income and rents, including minimum rents, ceiling rents and transitions from public assistance to employment.
  - ❑ Detailed expense data by recently established Glassboro HA functional and newly required Generally Accepted Accounting Principles (GAAP) account categories.
  - ❑ All data reports required by HUD, especially for MTCS and preparation of our future Agency Plans
2. **Technical Support:** Provide extensive technical assistance to the After School Program, adult computer training, job readiness and employment linkage initiatives which are key elements of the Ellis Manor Family Development.

## **IX. Improve Staff Training And Development**

### **STRATEGIC GOAL:**

Enhance the current skill level, abilities and job performance of Glassboro HA employees. Do so by increasing and improving staff training opportunities, expanding the use of existing staff to provide peer training, and implementing longer-term approaches to increase staff flexibility and productivity.

### **KEY IMPLEMENTATION AREAS**

1. **Statutory Subjects:** Ensure that all Glassboro HA staff receives appropriate training on specific employment issues and/or policies required by governing statutes. Topics should include but not be limited to: Anti-Discrimination Issues (including Sexual Harassment),

Workplace Health and Safety, Public Employment Code of Ethics/Conduct, and Drug/Alcohol Free Workplace.

(Minimum training target of one hour/per topic/per employee, at least once every three years.)

- 2. High Priority Training:** Ensure that all employees are given training opportunities as appropriate for their work responsibilities. Give high priority to planning, developing and conducting training for A) Occupancy and Rental Assistance Staff, (first point of resident participant and applicant contract), and, B) our Maintenance Supervisor. Ensure participant input into the training plan. Ensure evaluation of training effectiveness.

(Minimum training target of 12 hrs./yr. (e.g., four half-day sessions) to be conducted by a combination of Glassboro HA supervisory staff, third party trainers and peer exchange.)

- 3. New Hires:** Ensure that all new staff members receive a thorough orientation to the Glassboro HA and to its rules, policies, procedures, and performance expectations; (three, 2 hour review sessions are recommended). Ensure one week of field training for site-based blue-collar workers and for all employees, and a probationary review and follow-up. Ensure Glassboro testing of compliance with and effectiveness of orientation process (by Human Resources Department or independent third party).

- 4. Staff Capacity:** Review and evaluate the Glassboro HA's organizational and staffing capacity to ensure that there is sufficient human resources and expertise to carry out its Goals and Objectives. Develop an appropriate long-term organizational plan that will maximize the effectiveness of, and when necessary, expand the existing staff (subject to budget restraints) and utilize third-party contracts when and where appropriate.

## **X. Broaden and Foster Agency Communications**

**STRATEGIC GOAL:** Increase and improve communications throughout the Glassboro HA at all organizational levels and with site residents. Do so by promoting "team building" approaches to setting expectations, resources allocation, problem solving and performance evaluation.

### **KEY IMPLEMENTATION AREAS**

- 1. Maintenance Staff Briefings:** Hold daily morning briefings between the Maintenance Supervisor and Housing Manager and maintenance staff to review: daily complement of staff, work priorities, special assignments, problem areas, and reminders about new or reiterated Glassboro HA policies and practices. Create a team approach to achieving the Glassboro HA's primary strategic goal to "Dramatically Improve Existing Site Conditions."

2. **Work Priorities:** Increase the frequency and improve the quality of prioritizing workloads and clarifying work expectations at all organizational levels. In light of greater and changing mandates, and limited resources, consistently work at mutual decision making about what is most important and expected within given periods of time.
3. **Resident Roles and Expectations:** Improve the effectiveness of the working partnership between and among the Glassboro HA, site resident organizations and site residents with greater emphasis on reaching consensus and implementing mutual expectations, roles and responsibilities.
2. **Monthly Staff Meetings:** Hold monthly staff meetings with Glassboro HA management and staff to address work priorities, special assignments, work-related issues, and reminders about new or reiterated Glassboro HA policies and practices.

**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.

**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.

*On October 21, 1999, HUD issued 24 CFR Part 903, Public Housing Agency Plans; Final Rule. This Rule eliminates the requirement for an Executive Summary as part of the Agency Plans.*

**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.

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### 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 (NJ051a01)
- FY 2000 Capital Fund Program Annual Statement (NJ051b01)
- 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
- Public Housing Drug Elimination Program (PHDEP) Plan (NJ051c01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (NJ051d01)
- 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>
X	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: 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.	5 Year and Annual Plans
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	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	Public housing grievance procedures  <input 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program  <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	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 (PHEDEP) 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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

## **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.

The Housing Authority of the Borough of Glassboro is in Gloucester County, New Jersey. Because there is no Consolidated Plan for Glassboro proper, this PHA relied on the analysis of jurisdictional needs in the *Consolidated Plan for Gloucester County* in preparing the chart below.

The population of Gloucester County as indicated in its *Consolidated Plan* is 230,082 people. Our most recent estimate of the population of Glassboro is 17,711 people. Since no hard data is available for all the indicated categories as they apply to Glassboro separately, this PHA has based its responses on an interpolation. It has taken the percent of Glassboro's population as a percentage of the whole population of Gloucester County to create a "reduction ratio" by which it can estimate needs in Glassboro itself. Glassboro has eight (8) percent of the county's population; therefore, we have used numbers based on that percentage to reduce the county figures by that ratio amount to establish an estimated need for Glassboro proper. To allow for the data in the *Consolidated Plan* showing a concentration of low-income households in Glassboro census tracts caused by our PHA itself, we have used a higher figure of fifteen (15) percent in making our estimates. The result is clearly not exact, but when combined with the analysis of the PHA's waiting lists, it gives a reasonable estimate of housing needs upon which this plan may be based.

Further, this PHA has also reviewed the *Consolidated Plan* narrative for comparison with our own experience in Glassboro. In formulating our responses to the rating characteristics below, we have made our responses based on our experience in Glassboro combined with the data clearly stated in the county *Consolidated Plan*. We believe, therefore, that we have been able to arrive at a reasonable assessment of housing needs in our jurisdiction, although not an exact one.

Lastly, based on our review of the county *Consolidated Plan* we have adjusted our housing needs strategy under Part C. of this item to accommodate those observations in the *Consolidated Plan* for the county.

NOTE: The *Consolidated Plan for Gloucester County* gives its data in "numbers of households" and in "percentages of households" rather than in numbers of people. The numbers offered below follow that convention, modified as we indicated above. Thus, where the *Consolidated Plan* indicates 7,157 extremely low-income households, we indicate below 15% of that number or 1,074 households.

\* The numbers given below for Race/Ethnicity are "numbers of persons" of each group in Glassboro census tracts rather than households, as presented in the *Consolidated Plan*.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,074	5	5	4	4	5	3
Income >30% but <=50% of AMI	1,059	4	4	4	4	4	3
Income >50% but <80% of AMI	1,998	3	3	3	3	3	2
Elderly	403	4	4	3	3	2	2
Families with Disabilities	NA	NA	4	3	4	4	4
Black Persons	1,993*	5	4	4	3	3	3
Hispanic Persons	381*	4	4	3	3	4	3

In formulating our strategy for addressing housing needs in our jurisdiction, we also considered the following summary facts from the *Consolidated Plan* that address issues our housing programs may answer.

Specific Needs in the Consolidated Plan.

The county gives priority to the need for increased homeownership, especially to the full range of income families at 0-80% of AMI (p. 15).

Of the 72,729 households in Gloucester County, 7,058 are low-income households and 7,157 are extremely -low income households (p. 20).

Not unexpectedly, extremely -low and very-low income households experience the greatest difficulties in achieving suitable good housing. (p. 22ff).

Among minorities, black families confront the greatest difficulties in achieving good housing (p. 23 chart). Further, a significant proportion of needful black families reside in Glassboro, many at our housing authority (p. 36, chart).

There are significant barriers to affordable housing in the county, some of which are administrative (p. 46ff).

The most acute housing needs are for extremely low and very low income families, both elderly and non-elderly. Approximately "75% of households in these groups experience at least one housing problem. Accordingly, these household groups should receive highest priority in receiving assistance." (p. 48).

There is also a need to encourage development of "special needs housing" through CHDOs (p. 57).

A best way to address many of these needs is to pursue "affordable housing" projects, especially in cooperation with the private sector developers (p. 58ff).

The Consolidated Plan asserts that neither the Gloucester County Housing Authority nor the Glassboro Housing Authority has established "resident initiatives" programs in public housing (p. 66ff).

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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: 1995-1999
- 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>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	175		23.6% Average over the past three years
Extremely low income <=30% AMI	149	85	
Very low income (>30% but <=50% AMI)	23	13	
Low income (>50% but <80% AMI)	3	2	
Families with children	94	54	
Elderly families	28	41	
Families with Disabilities	44	25	
White (non hispanic)	44	25	
Black (non hispanic)	119	68	
American Indian	1	1	
Hispanic	11	6	
Characteristics by Bedroom Size (Public Housing Only)			Average turnover for past three years
0BR	5	3	158%
1BR	66	38	25%

<b>Housing Needs of Families on the Waiting List</b>			
2 BR	65	37	11%
3 BR	34	19	11%
4 BR	4	2	43%
5 BR	1	1	100%
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	86		9% Average over the past three years
Extremely low income <=30% AMI	71	83	
Very low income (>30% but <=50% AMI)	14	16	
Low income (>50% but <80% AMI)	1	1	
Families with children	80	93	
Elderly families	0	0	
Families with Disabilities	1	0	

<b>Housing Needs of Families on the Waiting List</b>			
White (non hispanic)	11	13	
Black (non hispanic)	60	70	
Hispanic	15	17	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Forty-six (46) Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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>	<b>1,584,576</b>	
a) Public Housing Operating Fund	419,900	
b) Public Housing Capital Fund (92% of 1999 amount:\$290,028)	266,826	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	858,250	
f) Public Housing Drug Elimination Program (1999 applied for)	39,600	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	<b>844,028</b>	
CIAP 913-98	500,000	Capital Improvements
CIAP 914-99	290,028	Capital Improvements
PHDEP 1998 (awarded)	54,000	Safety & Security
<b>3. Public Housing Dwelling Rental Income</b>	<b>415,394</b>	Housing Operations
<b>4. Other income (list below)</b>	<b>19,150</b>	
Excess utilities	9,700	Housing Operations
Investment income	5,000	Other
Misc. Resident	4,450	Housing Operations
<b>5. Non-federal sources (list below)</b>	<b>59,500</b>	
Home Support 2000 ('00 applied for)	59,500	Supportive Services
<b>6. Reserves</b>	<b>368,927</b>	Other
<b>Total resources</b>	<b>3,291,575</b>	

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

[24 CFR Part 903.79 (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: (state number)  
 When families are within a certain time of being offered a unit: 3-4 weeks  
 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)

*There are two waiting lists, one for family and one for elderly/disabled housing.*

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?      None
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.

3 Date and Time

Former Federal preferences:

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

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 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)

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): Tenant Handbook

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:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

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:

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):  
contact the previous landlord  
 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:

*Participants must provide documentation of their housing search efforts (i.e. copy of an ad, name & telephone number of realtor/landlord) and documentation of the landlord's refusal to rent unit to applicant.*

### **(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.

3 Date and Time

Former Federal preferences

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

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)

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 903.7 9 (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)

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)

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)

Any time the family experiences an income increase or decrease or any change in family composition

- 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)

- An organization chart showing the PHA's management structure and organization is attached.
- 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		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
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)

(1) 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 (NJ051b01)

-or-

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

**(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)

**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 903.79 (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:	
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	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>DD/MM/YY</u>
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<br><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:

- 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? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- 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)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- 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. )

Services and Programs				
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)

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
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)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**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? Ellis Manor.

**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? Ellis Manor.

**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): Ellis Manor

**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. (Filename: NJ051c01)

## **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?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name NJ051d01)

Provided below:

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:

Other: (list below)

The PHA will incorporate resident identified work items in its 5-Year CFP Plan for modernization. It will especially address any resident identified safety issues, such as the need for fire extinguishers in its units in addition to smoke detectors.

### **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: Gloucester County, New Jersey
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.
  - 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.

The *Gloucester County Consolidated Plan* States in its *Executive Summary* and in its Plan objectives initiatives that are directly consistent with the responses in this 5 Year and Agency Plan of the Glassboro Housing Authority.

Strategies Identified in the *Gloucester County Consolidated Plan*:

1. Retain the existing housing stock;

2. Encourage the development of affordable housing;
3. Increase rental assistance to needy families;
4. Pursue Homeownership opportunities;
5. Serve the needs of the homeless.

Additional objectives identified in the *Gloucester County Consolidated Plan*:

6. Encourage the development of Special Needs Housing with Community Housing Development Corporations (CHDOs);
7. Encourage Public Housing “Resident Initiatives.”

The Glassboro Housing Authority *5-Year and Annual Plans* respond to each of these county concerns.

1. Through its Capital Fund modernization plan, the GHA continues its strong effort to maintain its housing stock.
2. The GHA plan includes a desire to pursue a non-profit housing corporation to help develop affordable housing in the community.
3. The GHA Plan contains a provision that the Authority will pursue additional Section 8 tenant-based assistance vouchers and/or special voucher for the elderly, if they become available.
4. The GHA Plan includes a provision to develop a homeownership program for GHA program participants.
5. In preferences, the GHA addresses the needs of community residents in this category.
6. The GHA has worked to comply with Section 504 and with the American with Disabilities Act (ADA) at its community spaces and developments; its Plan also provides for additional efforts to inform people with special needs about GHA services that may benefit them
7. The GHA has already developed a family self-sufficiency program, and its Plan identifies other support programs that address this need.

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (see above).

## **D. Other Information Required by HUD**

### **Criterion for identifying a “substantial deviation” from the PHA Plan**

The Housing Authority of the Borough of Glassboro will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority’s *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In setting the above criteria, the Glassboro Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under those headings in its *5-Year Plan*, (pp. 1-12.)

The Authority considers its “Supportive Goals” (pp. 12-15) primarily administrative and not subject to a full Resident Advisory Board review and Public Hearing process.

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the Quality Housing and Work Responsibility Act of 1998. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Glassboro Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The GHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

- changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities not included in the current PHDEP Plan and

- any change with regard to demolition or disposition , designation, homeownership programs or conversion activities.

The Housing Authority of the Borough of Glassboro acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

## **Attachments**

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

(NJ051a01) Admissions Policy for Deconcentration

(NJ051b01) FY2000 Capital Fund Program Annual Statement

(NJ051c01) Public Housing Drug Elimination Program (PHDEP) Plan

(NJ051d01) Resident Advisory Board Comments on the Agency Plan

## Attachments

### **NJ051a01 Policy for the Deconcentration of Poverty**

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority will consider in attempting to remedy the inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
  - (a) Providing self sufficiency activities to improve resident employability;
  - (b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
  - (c) Providing individual savings accounts to families who select income-based rents;
  - (d) Establishing a rent structure that encourages deconcentration of poverty;
  - (e) Providing certain admissions preferences, such as those for working families;
  - (f) Providing additional applicant consultation and information;
  - (g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration, where a family receiving TANF assistance is concerned, this authority will make every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office having TANF responsibilities in its jurisdiction.

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

**NJ051b01      Capital Fund Program Annual Statement**

**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      FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	9,000
4	1410 Administration	40,000
5	1411 Audit	3,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	15,400
8	1440 Site Acquisition	
9	1450 Site Improvement	19,000
10	1460 Dwelling Structures	169,600
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	10,826
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>266,826</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	5,000

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

**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
PHAY	Management Improvements Staff/Board training Energy audit	1408	<b>9,000</b> 4,000 5,000
Ellis Manor NJ051-1	Site improvements	1450	<b>91,000</b> 8,000
	Replace furnaces	1460	1,000
	Replace/repair windows (50@\$170)	"	8,500
	Repair/paint walls (60@\$225)	"	13,500
Whitney Gardens NJ051-2A,2B	Replace doors (120@\$500)		<b>60,000</b> <b>47,000</b>
	Site improvements	1450	6,000
	Replace woodshake siding (8bldgs@\$5000)	1460	40,000
	Replace common room window	"	1,000
Summit Park NJ051-3	Site improvements	1450	<b>5,000</b> 5,000
Delsea Manor NJ051-5	Replace windows (240@\$190)	1460	<b>45,600</b> 45,600
<b>TOTAL</b>			<b>197,600</b>

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

**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)
	<p>The Housing Authority of the Borough of Glassboro will obligate all funds within 18 months of their availability in the LOCSS system, and expend all such funds within 36 months of such availability.</p>	



## **NJ051c01 Public Housing Drug Elimination Program (PHDEP) Plan**

The Housing Authority of the Borough of Glassboro is currently responding to the new instructions for submission of the PHDEP Plan, as now required by HUD Notice PIH 99-51, which announced the HUD PHDEP Template.

This Authority will complete and submit a proper template by the April 1, 2000 deadline allowed in PIH 99-51 for housing authorities with a fiscal year beginning January 1, 2000.

**NJ051d01      Resident Advisory Board Comments on the Public Housing Agency  
Plans**

The Glassboro Housing Authority here includes an abstract of comments received on its Public Housing Agency 5-Year and Annual Plans. The Authority has recorded and kept minutes of its meetings with its Resident Advisory Board. If a more detailed review of the events of those meetings is required, interested persons should contact the main offices of the Authority and the Resident Advisory Board.

**Meeting held 11/8/99**

This meeting was attended by 12 members of the Resident Advisory Board members as follows: eight (8) public housing residents, representing both family and elderly residents; four (4) Section 8 residents. Five GHA staff were also present. All of the GHA developments were represented. The meeting was lead by the Authority executive director, Mrs. Arenda Rolax

Mrs. Rolax and the GHA staff reviewed the plans with the Resident Board members. The Board was then asked if they had any comments or suggestions after reviewing the plans.

Resident Comments and Authority Responses

One resident discussed fire safety measures. He feels that all apartment buildings should have fire extinguishers. He said our liability insurance cost could possibly be lower if we had them in our buildings. In case of a fire, having an extinguisher on the premises could save the building. The Resident Advisory Board agreed on the need for fire extinguishers. Mrs. Rolax said she would pursue this suggestion with the Board of Commissioners. Fire safety was made a specific objective in the Agency Plan.

The group discussed ways to promote and support self-sufficiency among residents, including the possibility of the Escrow Program, whereby a Section 8 or public housing resident's income increases and rent is increased, this additional rent would be placed in an escrow savings account where it would draw interest and accumulate. The PHA is considering implementing this option in the future

The group discussed the formation of a non-profit corporation to develop low-income affordable housing (under \$90,000). The major goal of the corporation would be to increase the availability of housing in the low-to-moderate income range. The GHA has set the formation of such a corporation as an objective in its *Agency Plan*.

Further discussion took place regarding the need for affordable housing. Residents expressed a desire in being able to purchase a home. The GHA has planned to develop a homeownership program in its goals and objectives.

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

The group discussed specific areas where maintenance work is needed, e.g., improving site conditions such as the installation of a bulletproof, shatterproof light on the pole at

the basketball court and additional landscaping at Ellis Manor. The GHA will approach these suggestions in its modernization plan.

The Residents Advisory Board will be reviewing the GHA policies for discussion at the next meeting, Saturday, November 20, 1999, 8:30 a.m. Mrs. Rolax and staff conducted a review of the policies and showed members the Gloucester County Consolidated Plan. The Consolidated Plan was made available for their review.

The Residents Advisory Board was advised to pay particular attention to the following sections of the Annual Plan:

Pages 38 and 39: safety and crime prevention measures.

Pages 40 and 41: recommendations of the Resident Advisory Board. The group will discuss all recommendations and this portion of the plan will be completed after the next meeting.

Mrs. Rolax reminded the group to further review the plans and policies, and write down any questions or comments and bring them to the next meeting.

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This meeting was attended by 10 members of the Resident Advisory Board members as follows: six (6) public housing residents, representing both family and elderly residents; four (4) Section 8 residents. Five GHA staff were also present. Most of the GHA developments were represented. The meeting was lead by the Authority executive director, Mrs. Arenda Rolax, and a representative of Roy Rogers Management Consultants, LLC.

**Resident Comments and Authority Responses**

One resident again commented on the need for fire extinguishers in the public housing units. This item will be added to the GHA modernization plan.

A second resident commented on the need to improve the appearance of the housing authority grounds with plants, landscaping, and so on to make the developments more attractive. Funding permitting, the GHA will also approach this concern in its modernization plan.

A resident again brought up the issue of too much broken glass around Ellis Manor, and suggested that the Authority consider “armored” glass that would be more resistant to vandalism. The GHA responded that it will consider this, but has considered it before. It ran into

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

obstacles because the electric company not the Authority owns the light fixtures and such glass is very expensive.

A resident commented that there should be better upkeep at the Authority playgrounds, especially where it concerns any safety issues for kids. The GHA will respond to this observation in its modernization plan.

Additional written comments by a Section 8 resident unable to attend the meeting were read aloud. These mentioned the need for fire extinguishers in all Section 8 units. They also mentioned that the resident, his or her landlord, and the authority inspector should all be together at the time of the annual HQS inspection. The GHA discussed these issues, but has not responded to them specifically in its Agency Plan.

Another resident repeated how a “rent-to-own” or other homeownership program would be highly desirable for residents. The GHA responded with a discussion of current requirements in a homeownership plan it is considering. It has set instituting a homeownership program among its Plan goals.

The final resident comment asked what happens when a family that had no member with a disability finds itself through an accident with a member who now has become disabled and who requires accommodation in order to live in the resident’s unit. The GHA explained that the resident should let the Authority know about the circumstance and about what accommodation will be necessary. The GHA will then either provide reasonable accommodation or move the resident family to one of its accessible Section 504/ADA compliant units.

Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

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Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans

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Housing Authority of the Borough of Glassboro  
Five Year and Annual Agency Plan

**NJ051b01. Capital Fund Program Annual Statement  
Parts I, II, and II**

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Capital Fund Grant Number      FFY of Grant Approval: (01/2000)

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Housing Authority of the Borough of Glassboro  
Five Year and Annual Agency Plan

**Annual Statement**  
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Housing Authority of the Borough of Glassboro  
Five Year and Annual Agency Plan

**Annual Statement**

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Housing Authority of the Borough of Glassboro  
Five-Year and Annual Agency Plans  
FY 2000 PHDEP Plan

**NJ051c02 Public Housing Drug Elimination Program (PHDEP) Plan**

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Housing Authority of the Borough of Glassboro  
Resident Advisory Board Comments on the Public Housing Agency Plan

**NJ051d01**  
**Resident Advisory Board Comments Public Housing Agency Plans**

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Housing Authority of the Borough of Glassboro  
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Housing Authority of the Borough of Glassboro  
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obstacles because the electric company not the Authority owns the light fixtures and such glass is very expensive.

resident commented that there should be better upkeep at the Authority playgrounds, especially where it concerns any safety issues for kids. The GHA will respond to this observation in its modernization plan.

Additional written comments by a Section 8 resident unable to attend the meeting were read aloud. These mentioned the need for fire extinguishers in all Section 8 units. They also mentioned that the resident, his or her landlord, and the authority inspector should all be together at the time of the annual HQS inspection. The GHA discussed these issues, but has not responded to them specifically in its Agency Plan.

Another resident repeated how a “rent-to-own” or other homeownership program would be highly desirable for residents. The GHA responded with a discussion of current requirements in a homeownership plan it is considering. It has set instituting a homeownership program among its Plan goals.

The final resident comment asked what happens when a family that had no member with a disability finds itself through an accident with a member who now has become disabled and who requires accommodation in order to live in the resident’s unit. The GHA explained that the resident should let the Authority know about the circumstance and about what accommodation will be necessary. The GHA will then either provide reasonable accommodation or move the resident family to one of its accessible Section 504/ADA compliant units.