

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

# PHA Plans

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

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

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** Salem Housing Authority

**PHA Number:** NJ 058

**PHA Fiscal Year Beginning:** October 1, 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)

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

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.

- 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**

- 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: (state mission here)

**B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies: **to zero**
  - Leverage private or other public funds to create additional housing opportunities: **dollar for dollar**
  - Acquire or build units or developments
  - Other (list below)

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

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: **Attain High Performer Status**
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: **Maintain at 95-100%**
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:  
**100% of units in need of same**
- 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:  
**100% of participants in need of same**
- 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:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

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

- Implement public housing security improvements: **100% as needed**
- 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  
Objectives:
  - Increase the number and percentage of employed persons in assisted families: **by 100%**
  - Provide or attract supportive services to improve assistance recipients' employability: **by 100%**
  - 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: **Maintain at 100%**
  - 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: **Maintain at 100%**
  - 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)**

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

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

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**Annual Plan Type:**

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**See Attachment "A"**

**Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

Page #

**Annual Plan**

Executive Summary

i. Table of Contents

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

H  
o  
u  
s  
i  
n  
g  
N  
e  
e  
d  
s

6

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

1.

Fi  
n  
a  
n  
c  
i  
a  
l  
R  
e  
s  
o  
u  
r  
c  
e  
s

1

2

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

2.

P  
o  
l  
i  
c  
i  
e  
s  
o  
n  
E  
l  
i  
g  
i  
b  
i  
l  
i  
t  
y  
,  
S  
e  
l  
e  
c  
t  
i  
o  
n  
a  
n  
d  
A  
d  
m  
i  
s  
i  
o  
n  
s

1

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

3  
3.  
  
R  
e  
nt  
D  
et  
er  
m  
in  
at  
io  
n  
P  
ol  
ic  
ie  
s

2  
3

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

4.

O  
p  
e  
r  
a  
t  
i  
o  
n  
s  
a  
n  
d  
M  
a  
n  
a  
g  
e  
m  
e  
n  
t  
P  
o  
l  
i  
c  
i  
e  
s

2  
7

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

5.

G  
r  
i  
e  
v  
a  
n  
c  
e  
P  
r  
o  
c  
e  
d  
u  
r  
e  
s

2  
8

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

6.

C  
a  
p  
i  
t  
a  
l  
I  
m  
p  
r  
o  
v  
e  
m  
e  
n  
t  
N  
e  
e  
d  
s

2  
9

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

7.

D  
e  
m  
o  
l  
i  
t  
i  
o  
n  
a  
n  
d  
D  
i  
s  
p  
o  
s  
i  
t  
i  
o  
n

3  
1

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

8.

D  
e  
s  
i  
g  
n  
a  
t  
i  
o  
n  
o  
f  
H  
o  
u  
s  
i  
n  
g

3

2

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

9.

C  
o  
n  
v  
er  
si  
o  
n  
s  
of  
P  
u  
bl  
ic  
H  
o  
u  
si  
n  
g

3  
3

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

1  
0.  
H  
o  
m  
e  
o  
w  
n  
er  
s  
hi  
p  
3  
5

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

1  
1.  
  
C  
o  
m  
m  
u  
n  
i  
t  
y  
S  
e  
r  
v  
i  
c  
e  
P  
r  
o  
g  
r  
a  
m  
s

3  
6

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

1  
2.  
C  
r  
i  
m  
e  
a  
n  
d  
S  
a  
f  
e  
t  
y  
3  
9

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

1  
3.

P  
e  
t  
s  
(I  
n  
a  
c  
t  
i  
v  
e  
f  
o  
r  
J  
a  
n  
u  
a  
r  
y  
1  
P  
H  
A  
s)

4  
1

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

1  
4.  
C  
i  
v  
i  
l  
R  
i  
g  
h  
t  
s  
C  
e  
r  
t  
i  
f  
i  
c  
a  
t  
i  
o  
n  
s  
(i  
n  
c  
l  
u  
d  
e  
d  
w  
i  
t  
h  
P  
H  
A  
P  
l  
a  
n  
C  
e  
r  
t  
i  
f  
i  
c

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

at  
io  
n  
s)  
4  
1  
1  
5.  
  
A  
u  
di  
t

4  
1

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

1  
6.  
  
A  
ss  
et  
M  
a  
n  
a  
g  
e  
m  
e  
nt

4  
1

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

1  
7.  
  
O  
t  
h  
e  
r  
  
I  
n  
f  
o  
r  
m  
a  
t  
i  
o  
n

4  
2

| **Attachments**

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

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.

**Required Attachments:**

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

**Optional Attachments:**

- D   PHA Management Organizational Chart
- H   FY 2000 Capital Fund Program 5 Year Action Plan
- E   Public Housing Drug Elimination Program (PHDEP) Plan
- F        Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- A   Executive Summary
- G   Consistency with Consolidated Plan

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

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

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
X	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: 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 18. 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

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

x	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program 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

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

	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2013	5	5	4	5	4	3
Income >30% but <=50% of AMI	970	5	5	4	5	4	3
Income >50% but <80% of AMI	1283	4	4	4	4	4	3
Elderly	1415	4	4	4	4	3	3

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

Families with Disabilities	Not available	5	4	4	5	3	3
White	4465	3	4	4	4	3	3
Black (Non-Hispanic)	1519	4	4	4	4	4	3
Hispanic	139	4	4	4	4	4	3
Native American, Asian & Other	42	3	4	4	4	3	3

*\*\*Figures reflect Housing Needs for Salem County; no data available for the City of Salem*

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**
- 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)
  - 1999 County of Salem Comprehensive Plan
  - 1998 Salem County Cross-Acceptance II

**A.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>
--

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

Waiting list type: (select one)  
 Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	0		0
Extremely low income <=30% AMI	N/A		
Very low income (>30% but <=50% AMI)	N/A		
Low income (>50% but <80% AMI)	N/A		
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
Race/ethnicity	N/A		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

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

Is the waiting list closed (select one)? NO  
 If yes:  
**B.** How long has it been closed (# of months)? N/A  
 Does the PHA expect to reopen the list in the PHA Plan year? N/A  
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)  
 \_\_\_ Section 8 tenant-based assistance  
 X \_\_\_ Public Housing  
 \_\_\_ Combined Section 8 and Public Housing  
 \_\_\_ Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	24		4-6
Extremely low income <=30% AMI	17	71%	
Very low income (>30% but <=50% AMI)	7	29%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	15	63%	
Elderly families	9	37%	
Families with Disabilities	No data available		
White	2	8%	
Black	22	92%	
Hispanic	0	0%	
Race/ethnicity			

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

Characteristics by Bedroom Size (Public Housing Only)			
1BR	9	38%	
2 BR	5	20.5%	
3 BR	5	20.5%	
4 BR	3	13%	
5 BR	2	8%	
5+ BR	0	0%	
Is the waiting list closed (select one)? NO If yes: <b>B.</b> How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO			

**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

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

- 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**

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

**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)

**B. 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)

**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.

**Financial Resources:  
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	743,000	
b) Public Housing Capital Fund	454,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	65,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	57,000	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
COPS Grant	146,000	Public Housing Safety/Security
<b>3. Public Housing Dwelling Rental Income</b>	496,000	Public Housing Operations
Excess Utilities	14,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest Income	6,800	Public Housing Operations
Laundry Comm/Misc	20,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
Summer Food Program	74,000	Public Housing Supportive Services

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

<b>Total resources</b>	2,075,800	

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

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

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
  - Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)

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

- b. Where may interested persons apply for admission to public housing?  
 PHA main administrative office  
 PHA development site management office  
 Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
 If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
 PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

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

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)

a. 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**

1. 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

**OMB Approval No: 2577-0226**

**Expires: 03/31/2002**

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) - Non-Residents who work in jurisdiction

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.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition) - Residents

Victims of domestic violence - Residents

Substandard housing

Homelessness

High rent burden

Involuntary Displacement - Non-Residents

Victims of Domestic Violence - Non-Residents

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 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)

**OMB Approval No: 2577-0226**

**Expires: 03/31/2002**

- 1 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)
- 2 Residents who live in jurisdiction
- Non-Residents who work in jurisdiction

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

**(5) Occupancy**

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
- The PHA-resident lease
  - The PHA’s Admissions and (Continued) Occupancy policy
  - PHA briefing seminars or written materials
  - Other source (list)
- b. How often must residents notify the PHA of changes in family composition?(select all that apply)
- At an annual reexamination and lease renewal
  - Any time family composition changes
  - At family request for revision
  - Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or

**OMB Approval No: 25 77-0 2 2 6**  
**Expires: 0 3 / 3 1 / 2 0 0 2**

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:

**West Side Court (NJ 58-1A) and Salem Garden Court (NJ 58-2)**

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

**West Side Court (NJ 58-1A) and Salem Garden Court (NJ 58-2)**

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: **Adoption of Rent incentives for higher income families and welfare to work families.**

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:

**West Side Court (NJ 58-1A) and Salem Garden Court (NJ 58-2)**

**OMB Approval No: 25 77-0 2 2 6  
Expires: 0 3 / 3 1 / 2 0 0 2**

- 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)  
 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)

\_\_\_\_\_

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



\_\_\_ 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:

Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for extensions must be received prior to the expiration date of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

- \* Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family’s ability to find a unit within the initial sixty-day period. Verification is required.
- \* The Authority is satisfied that the family has made reasonable efforts to locate a unit, including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.
- \* The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.

The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional 60 days.

**(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?

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

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) Non-Residents who work in jurisdiction

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.

Date and Time

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

Former Federal preferences

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

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 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)
  - Residents who live in jurisdiction
  - Non-Residents who work in jurisdiction

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

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

targeting requirements

**(5) Special Purpose Section 8 Assistance Programs** N/A

- 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)

- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
  - Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

- a. Use of discretionary policies: (select one)

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

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

---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
- X \$26-\$50

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

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

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

1. \_\_\_ Yes X 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)

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

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

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

\_\_\_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) **Annually**

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,**

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

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)

**OMB Approval No: 2577-0226**

**Expires: 03/31/2002**

- 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 903.79 (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. **See Attachment “D”**
- 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.)

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	258	5%
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	9	1%
Section 8 Mod Rehab	1	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	258	N/A
Other Federal Programs(list individually)	N/A	N/A

**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)

Maintenance Policy

Pet Policy

Admissions and Continued Occupancy Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

**6.PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**OMB Approval No: 25 77-0 2 2 6**

**Expires: 03/31/2002**

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)

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

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-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 H**

-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)

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

## 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:

**West Side Court (NJ 58-1A); Salem Garden Court (NJ 58-2) and Broadway Towers (NJ 58-1B)**

- 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?

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

If yes, list developments or activities below:

**The Authority intends to apply for a HOPE IV Revitalization Grant to renovate/reconfigure floors 2 through 7 of Broadway Towers in order to decrease density and increase unit size.**

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

**2. Activity Description**

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>DD/MM/YY</u>

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

5. Number of units affected: 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.)**

*NOTE: The Salem Housing Authority operates a Senior site, Broadway Towers, which was designated as such since its inception.*

2. Activity Description

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

\_\_\_ 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
___	Occupancy by families with disabilities
___	Occupancy by only elderly families and families with disabilities
3. Application status (select one)	
___	Approved; included in the PHA’s Designation Plan
___	Submitted, pending approval
___	Planned application
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
___	New Designation Plan
___	Revision of a previously-approved Designation Plan?
1. Number of units affected:	
7. Coverage of action (select one)	
___	Part of the development
___	Total development

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

[24 CFR Part 903.79 (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)

Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

## 2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as

implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

**Section 8 Homeownership Program pursuant to Section 8 (y) of the USHA of 1937, as implemented by 24 CFR 982.**

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 (1)]

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 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)



## a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
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      N/A**

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

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

**West Side Court (NJ 58-1A); Salem Garden Court (NJ 58-2) and**

## Broadway Towers (NJ 58-1B)

### 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  
**(Installation of Security Cameras)**

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below) **(Security Guard on-site; police patrols on-site)**

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

**West Side Court (NJ 58-1A); Salem Garden Court (NJ 58-2)**

### 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 **(as needed)**

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)

**West Side Court (NJ 58-1A); Salem Garden Court (NJ 58-2)**

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

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

Yes \_\_\_ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes \_\_\_ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes \_\_\_ No: This PHDEP Plan is an Attachment. Attachment "E"

### **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**

FY 2000 Annual Plan Page 66

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

[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 "F"**
  - 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

---

FY 2000 Annual Plan Page **67**

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

\_\_\_ List changes below:

\_\_\_ Other: (list below)

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

1. \_\_\_ Yes X 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 X 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

X Other: **Resident appointed by City Council and Mayor**

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: County of Salem

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. **See Attachment "G"**

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**See Attachment "G"**

### D. Other Information Required by HUD

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

## **Attachment A**

### **SALEM HOUSING AUTHORITY AGENCY PLAN --EXECUTIVE SUMMARY--**

The Salem Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Hou

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable hous

The plans, statements, and policies set forth and/or referenced in this Agency Plan all lead toward the accomplish

- 1.The Authority seeks to renovate/modernize public housing sites.
- 2.The Authority seeks to employ effective maintenance and management policies to minimize the number of public housing units off-line.
- 3.The Authority seeks to implement an outreach program to attract new landlords to participate in the Section 8 program.
- 4.The Authority seeks to address crime/safety issues via continued PHDEP funding.

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

## **Attachment B**

### **DECONCENTRATION POLICY**

It is the Salem Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the applicable waiting list(s). Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

### **DECONCENTRATION INCENTIVES**

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

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

# ATTACHMENT C

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

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

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	15.600
4	1410 Administration	52.649
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	66.083
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	377.161
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	15.000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>526.493</b>

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

21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
PHA-WIDE	Computer Software & Training	1408	\$15,600
	Salaries, Benefits, Legal & Sundry Costs	1410	\$52,649
	A/E Services	1430	\$30,173
	Site Master Plans	1430	18,910
	Modernization Coordinator	1430	\$17,000
	Upgrade Computer Hardware	1475	\$15,000
NJ 58-1A	Paint Apartment Interior	1460	90,000
	Interior Doors	1460	110,000
	Replace Flooring, Phase I	1460	125,000
NJ 58-1B	Domestic Water Pumps	1460	9,000
	Upgrade Emergency Hall Lights	1460	3,161
NJ 58-2	Secure Exterior Electric Panels	1460	40,000

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

	<b>TOTAL</b>		526,493
--	--------------	--	---------

**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)
--	--	---

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

PHA-WIDE	3/2002	3/2004
NJ 58-1A	3/2002	3/2004
NJ 58-1B	3/2002	3/2004
NJ 58-2	3/2002	3/2004

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

**ATTACHMENT D**  
**ORGANIZATIONAL CHART**

Board of Commissioners

Executive Director  
(Section 8 Coordinator)

Housing Inspector

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

# Public Housing Drug Elimination Program Plan

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$59,140**
- B. Eligibility type (Indicate with an "x")**    N1\_\_\_\_\_ N2\_\_\_\_\_    R X\_\_\_\_\_
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

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

*See Attachment I*

**E. Target Areas**

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

PHDEP Target Areas		Total Population to be Served within the PHDEP Target Area(s)
West Side Court	96	275
Salem Garden Court	108	220
Broadway Towers	54	30

**F. Duration of Program**

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

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

## G. PHDEP Program History

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

	PHDEP Funding Received				Anticipated Completion Date
FY 1995	n/a				
FY 1996	n/a				
FY 1997	n/a				
FY 1998	129,000	NJ 39DEP058198	87,168.92		12/00
FY 1999	58,745	NJ 39DEP058199	58,745		12/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

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

*See Attachment II*

### B. PHDEP Budget Summary

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

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	20,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	29,140
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
Part-Time Program Coordinator	10,000
<b>TOTAL PHDEP FUNDING</b>	<b>59,140</b>



## 1. PHDEP Plan Goals and Activities

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

<b>9110 - Reimbursement of Law Enforcement</b> N/A					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$20,000</b>		
Goal(s)		Reduce drug-related crime and activity via employment of full-time security guard					
Objectives		Physical security presence on-site to deter and report all drug-related crime and activity					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.Security patrols			12/15/00	12/14/01	20,000	0	crime statistics; reports
2.							
3.							

<b>9130 - Employment of Investigators</b> N/A					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators

1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b> N/A						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>						<b>Total PHDEP Funding: \$29,140</b>	
Goal(s)		Installation of surveillance cameras at West Side Court development					
Objectives		Deter drug-related crime/activity; utilize surveillance film in prosecution of offenders					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Installation of cameras			12/15/00	12/14/01	29,140	0	crime statistics
2.							
3.							

<b>9160 - Drug Prevention</b> *In-kind drug prevention services provided by PHDEP Plan Partners as set forth in the PHDEP Plan Summary						<b>Total PHDEP Funding: \$</b> N/A	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

<b>9170 - Drug Intervention</b> *In-kind drug intervention services provided by PHDEP Plan Partners as set forth in the PHDEP Plan Summary						<b>Total PHDEP Funding: \$</b> N/A	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b> *In-kind drug treatment services provided by PHDEP Plan Partners as set forth in the PHDEP Plan Summary						<b>Total PHDEP Funding: \$</b> N/A	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$10,000</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Part-time program coordinator			12/15/00	12/14/01	10,000	0	Program participation; crime statistics; personnel performance evaluation

2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

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

<b>Budget Line</b>	<b>25% Expenditure</b>			<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120 Security Guard	5,000	5,000	10,000	20,000
9130				
9140				
9150 Surveillance cameras	7,285	7,285	14,570	29,140
9160				
9170				
9180				
9190 Program Coordinator	2,500	2,500	5,000	10,000
<b>TOTAL</b>	14,785	14,785	29,570	59,140

**Section 4: Certifications**

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

See Attached

## ATTACHMENT 1: EXECUTIVE SUMMARY OF ANNUAL PHDEP PLAN

The Salem Housing Authority will utilize its FY2000 PHDEP Funds to:

1. Continue the employment of a full-time security guard to patrol the targeted developments (total cost = \$20,000);
2. Hire a part-time PHDEP Coordinator to administer and supervise comprehensive drug prevention and intervention activities (total cost = \$10,000); and
3. Install surveillance cameras at the West Side Court development in order to deter drug-related crime and activity and assist in the prosecution of same (total cost = \$29,140).

Unfortunately, the Authority's COPS program funding will expire on December 31, 2000; thus the Authority is hopeful that the continued employment of the security guard will help to offset the consequential loss of on-site police patrols at the subject developments.

**ATTACHMENT 2: DRUG ELIMINATION PROGRAM STRATEGY**

Activity	I: Problems to be Addressed	II: Plan Partners and their Roles	III: Evaluation of Progress
1. Security Guard Services	Drug related crime and activity at the targeted developments	Salem Police Dept: respond to calls/reports made by Security Guard	Crime Statistics; reports
2. Installation of Surveillance Cameras	Drug related crime and activity at the targeted developments	Salem County Prosecutor’s Office; Salem Police Dept; utilize surveillance film in prosecution of offenders	Crime Statistics; resident-generated reports of disturbances
3. Drug Prevention & Intervention	Lack of constructive activities; lack of positive role models; need for substance abuse counseling	NCADD of Southwest New Jersey; SODAT of New Jersey; The ARC; Tri-County Community Action Agency; Salem Health Dept; provide educational, counseling, recreational and other drug prevention& intervention services	Crime Statistics; participation rates; hours of drug education provided
4. PHDEP Part-Time Coordinator	Administration of Drug Prevention and Intervention activities; overseeing of program in general	NCADD of Southwest New Jersey; SODAT of New Jersey; The ARC; Tri-County Community Action Agency; Salem Health Dept; provide educational, counseling, recreational and other drug prevention& intervention services	Crime Statistics; participation rates; hours of drug education provided
5. Management Practices: Screening & Evictions (non-DEP funding)	Tenants engaging in drug related and other criminal activity	Salem Police Dept; New Jersey State Police; provide background information on tenants and applicants	Statistics reflecting evictions and admission rejections
6. On-Site Police Patrols (US DOJ COPS funding, which expires 12/31/00)	Drug related crime and activity at the targeted developments	City of Salem; provide additional and regular police services via Salem Police Dept.	Crime Statistics

## **ATTACHMENT F**

### **RESIDENT ADVISORY BOARD RECOMMENDATIONS**

**Meeting Date: March 2, 2000**

**Comments:**

- 1. Residents expressed great displeasure and concern with recent mandate to allow for pets in public housing; residents are in favor of a restrictive pet policy.**
- 2. Residents supported the proposed five year action plan with regard to capital improvements and indicated that the funds were prudently allocated.**
- 3. Residents emphasized that an exceptional working relationship exists between the residents and the administration.**
- 4. Residents were encouraged to learn that they would be more involved with the**

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

**policies and planning of the Housing Authority.**

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

## **ATTACHMENT G**

### **CONSISTENCY WITH CONSOLIDATED PLAN**

#### **The Salem Housing Authority's Agency Plan Is Consistent With The County's Consolidated Plan In That:**

- 1.**The Authority seeks to minimize public housing vacancies via effective maintenance and management policies.
- 2.**The Authority seeks to renovate/modernize public housing sites.
- 3.**The Authority seeks to implement an outreach program to attract new landlords to participate in the Section 8 program.
- 4.**The Authority seeks to address crime/safety issues via continued PHDEP funding.

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

## ATTACHMENT ‘H’

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
HA-WIDE	Salem Housing Authority	55	21%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements: Contract Security Services			56,403	2001-2004
Nondwelling Structures and Equipment			54,003	2001-2004
Administration			215,715	2001-2004
A/E Services			237,623	2001-2004
<b>Total estimated cost over next 5 years</b>			<b>563,744</b>	
			<i>(SUB-TOTAL)</i>	

**ATTACHMENT ‘H’**

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NJ 58-1A	Westside Court	12	12.5%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Front & rear porches, steps & canopies, Phase I			177,000	2001
Replace Front & rear porches, steps & canopies, Phase II			177,000	2002
Replace Front & rear porches, steps & canopies, Phase III			177,000	2003
Site Improvements, Phase I			46,557	2003
Replace front & rear porches, steps & canopies (completion of all Phases)			177,000	2004
<b>Total estimated cost over next 5 years</b>			<b>754,557</b>	
			<i>(Sub-Total)</i>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ 58-2	WC Anderson Drive	18	17%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Water Shut-Off Valves			30,297	2001
Replace Front & rear porches, steps & canopies, Phase I			178,260	2001
Site Improvements, Phase I			46,557	2002
Replace Front & rear porches, steps & canopies, Phase II			162,000	2002
Replace Front & rear porches, steps & canopies, Phase III			162,000	2003
Replace front & rear porches, steps & canopies (completion of all Phases)			162,000	2004
Completion of all Site Improvements			46,557	2004
<b>Total estimated cost over next 5 years (Sub-Total)</b>			<b>787,671</b>	
<b>Total estimated cost over next 5 years --- GRAND TOTAL</b>			<b>2,105,972</b>	

## **ATTACHMENT I**

### **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENT**

Pursuant to Section 12(c) of the U.S. Housing Act of 1937, each adult resident of public housing must participate in eight (8) hours of community service and/or economic self-sufficiency activities per month, unless they meet criteria for an exemption. In response to the implementation of section 12(c), Salem Housing Authority will take the following administrative steps:

1. The Housing Authority's Admissions and Occupancy Policy shall include its full policy on the community service requirement.
1. The Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement. The Housing Authority shall notify in writing such family members of the community service requirement and of the categories of individuals who are exempt from the requirement.
1. The Housing Authority will coordinate with social service agencies, local schools, and the appropriate Human Resources Office in identifying a list of volunteer community service programs.
1. The Housing Authority will assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family members as needed to best encourage compliance.