

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** MILLVILLE HOUSING AUTHORITY

**PHA Number:** NJ 061

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2000

**Public Access to Information**

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

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

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

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

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

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

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



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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) **Mission statement is at file name NJ061m01**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: 60
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments – Build Assisted Housing for frail elderly
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) INCREASE TO 90+
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units: Per Capital Plans
- 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:
  - 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:
  - Implement public housing security improvements:Per concerns from Resident Survey
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)Elderly and persons with disabilities
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
  - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)-Continue FSS Program on a voluntary basis

**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: **Through advertising campaign**
  - 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: **Through advertising campaign**
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Through advertising campaign**
  - Other: (list below)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

(Not required)

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

Page #

**Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs- (at end of template)**Attachment A**
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions-**Deconcentration Plan is at File name NJ061a01**
  - 4. Rent Determination Policies
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs- **Annual Statement is at file name NJ061b101,NJ061b201,NJ061b301, NJ061b401**
  - 8. Demolition and Disposition
  - 9. Designation of Housing

10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs- (at end of template)**Attachment B**
13. Crime and Safety –**PHDEP Plan is at file name NJ061c01**
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (hard copy included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information- **Mission statement at file name NJ061m01**

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration (File name NJ061a01)
- FY 2000 Capital Fund Program Annual Statement (File name NJ061b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments: Hard copies of these documents are only being sent**

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

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Asset Management Table	
X	Pet Policy	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Retreat – Goal Planning Session	

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	27.5%	5	2	2	N/A	N/A	2
Income >30% but <=50% of AMI	40.6%	5	3	2	N/A	N/A	2
Income >50% but <80% of AMI	31.9%	1	2	2	N/A	N/A	2
Elderly	25,992 (13%)	5	2	2	N/A	N/A	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	2
Race/Black	8.4	5	2	2	N/A	N/A	2
Race/White	83.8	3	2	2	N/A	N/A	2
Race/Hispanic	7.7	4	2	2	N/A	N/A	2
Race/Asian	.10	4	2	2	N/A	N/A	2

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: 2000

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	159	N/A	80
Extremely low income <=30% AMI	100	63%	50
Very low income (>30% but <=50% AMI)	50	32%	20
Low income (>50% but <80% AMI)	9	5%	10
Families with children	72	44%	10
Elderly families	29	19%	50

<b>Housing Needs of Families on the Waiting List</b>			
Families with Disabilities	58	37%	20
Race/White	70	44%	50
Race/Black	80	51%	20
Race/Hispanic	9	5%	10
Race/Native Amer./Asian	0	0%	0
Characteristics by Bedroom Size (Public Housing Only)			
1BR	87	55%	
2 BR	48	30%	
3 BR	14	9%	
4 BR	10	6%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**\*TABLE FOR SC8 PROGRAM IS AN ATTACHMENT AT END OF TEMPLATE**

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) – Provide direct assistance through EDSS Program

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	1,081,835	PH Operations
b) Public Housing Capital Fund	718,762	PH Capital Improv.
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	677,350	Section 8 Tenant Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	328,958	PH Safety/ Security
g) Resident Opportunity and Self-Sufficiency Grants	432,618	PH Supportive Services
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	1,209,468	PH Operations
<b>4. Other income (list below)</b>		
Excess Utilities	22,392	PH Operations
Non dwelling Rental/ Interest	55,119	PH Operations
<b>4. Non-federal sources (list below)</b>		
Congregate Housing Services	54,748	PH Supportive Service
Social Services Block Grant	52,434	PH Supportive Service
Peer	30,000	PH Supportive Service
<b>Total resources</b>	4,663,684	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) 10
- When families are within a certain time of being offered a unit:(state time) 1 wk.
- 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)

\* We utilize an outside service which provides data

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office

Other (list below)

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

**DOES NOT PLAN TO**

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

Other preference(s) (list below)

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

Date and Time

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- The PHA-resident lease

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)  
Tenant/Landlord also checked
- 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)

\* MHA UTILIZES A SERVICE COMPANY THAT PERFORMS THE CHECKING

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)- NONE

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **(3) Search Time**

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

If yes, state circumstances below: THE PHA MAY OPT TO EXTEND SEARCH TIME AT ITS DISCRETION. CIRCUMSTANCES SUCH AS ILLNESS OR DEATH OF FAMILY MEMBER THAT PREVENTED ABILITY TO SEARCH ARE CONSIDERED.

## **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

- 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) Survey of local real estate agencies

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

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

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

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR  
 Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) **NOT APPLICABLE**

- 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) NOT APPLICABLE

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7.9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	509	80
Section 8 Vouchers	117	15
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	100	15
Other Federal Programs(list individually)		
EDSS	280	22
FSS	25	5

**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)- MHA  
MAINTENANCE PLAN

(2) Section 8 Management: (list below) – SECTION 8 ADMINISTRATIVE  
PLAN

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (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 File name NJ061b01

-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 Hard copy only being sent as this is optional

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 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 – NOT APPLICABLE

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	

<input type="checkbox"/>	Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/>	Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/>	Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/>	Other: (describe below)

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/13/00

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self-Sufficiency</i>	25	N/A	CEE	<i>Both</i>
EDSS	300	N/A	CEE	Both


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

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	18	12 as of 1/31/00
Section 8	6	13 as of 1/31/00

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

### C. Coordination between PHA and the police

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. - Filename: NJ061c01

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Hard copy of current approved policy and draft copy of 2001 being sent

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) File name is NJ061r01
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) **APPOINTED BY MAYOR**

### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)CITY OF MILLVILLE

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. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)  
Will continue involvement at stated in #2

**D. Other Information Required by HUD**

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

## Attachments

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

### \*ATTACHMENT A

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	58	N/A	10
Extremely low income <=30% AMI	40	69%	5
Very low income (>30% but <=50% AMI)	18	32%	5
Low income (>50% but <80% AMI)	0	0%	0
Families with children	58	100%	10
Elderly families	0	0%	0
Families with Disabilities	0	0%	0
Race/White	13	23%	4
Race/Black	23	40%	2
Race/Hispanic	12	21%	4
Race/Native Amer./ Asian	0	0%	0

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

**ATTACHMENT B Community Service Program**

- **Implementation of Community Service plan:** Scheduled changes in lease: lease will not be renewed at the end of the second year if resident is not in compliance with requirements
- **Development of written description of requirement:** all residents between the ages of 18 – 62 years of age that are not exempt as outlined in the Federal Register are required to perform 8 hours per month of community service
- **Written notification to residents:**
  - **Requirements:** all persons ages 18 – 62 who are not employed, full time students or otherwise exempt. Residents notified in writing October 1999
  - **Exemptions:** Residents notified in writing October 1999
- **Cooperative agreements:** Pending response from agencies listed below
- **Program Administration:** Housing Manager
- **Programmatic aspects:**

- **Types of activities:** Clerical, bus aides, mentoring, tutoring, assist in food pantries, bulk mailings, envelope stuffing, resident security, activities with children, activities with seniors, errands for shut-ins
- **Partner agencies:** CHAIR, Habitat for Humanity, Cumberland County Home Health Aides, SPCA, Family Shelter, Easter Seals, Help & Hope Ministries, Levoy Theater Preservation Society, Historical Society, Genesis Eldercare, PAL, Millville Library, SHARE, Shirley Eves Center, South Jersey Hospital Millville Division, Tri-County Community Living Association, United Way, Wheaton Village, PHDEP, EDSS, MHA, Third Ward Community Group, Center City Neighborhood Group, Millville Nutrition Center

# PHA Plan Table Library

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

### Annual Statement

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

Capital Fund Grant Number                      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

**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)

## 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

### Public Housing Asset Management

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>Ferg/HBC</i>		0	No	0	0	0	0	0
West		Debt repayment \$10,000/yr	No	0	Yes	No		Assisted lvg.
East		0	0	0	Yes	0	0	0
CVC		0	0	0	0	0	0	0
JCP		0	0	0	Yes	0	0	0
SS		0	0	0	0	0	Yes	0
MVP		\$300,000	0	0	0	0	0	Attached Recreation Center

**Table Library**

## **Policy A-7**

***Adopted: June 22, 2000***

**Subject: Deconcentration Plan**

***Purpose: To house applicants of public housing in accordance with the Quality Housing and Work Responsibility Act of 1998. To ensure that the population of all housing authority properties is of mixed income in accordance with guidelines set forth in CFR §903.2. To “target” certain income applicants as necessary to comply with the provisions set forth by these regulations.***

***Index:***

- A. Deconcentration**
- B. Income Mixing**
- C. Income Targeting**

**A. Deconcentration:**

It is the intent of the Millville Housing Authority to ensure that there is no excessive concentration of certain incomes at any specific property operated by the housing authority. In order to achieve this goal, the housing authority will examine the income of all residents in each individual property and the income of the overall population of its residents. This examination will take place on no less than an annual basis.

**B. Income Mixing:**

The Millville Housing Authority will make every effort to have a mix of incomes at each and every property operated by the housing authority. The director or designee will examine the percentage of Very Low, Low and Moderate incomes at each individual property to ensure that new admissions meet a minimum threshold of 40% of housed individuals whose income is at 30% or below median income for the area. Once the cap is met for that particular property, the housing authority reserves the right to “skip” to a higher income applicant in order to ensure a “mixed income” population.

**C. Income Targeting:**

The housing authority will periodically examine the income of the applicants on the waiting list in order to determine the percentage of median income reported by the applicant. The housing authority will target the first applicant on the list whose income is of the appropriate percentage for the property that has a vacancy. If there is no applicant on the waiting list with income at the target percentage, the housing authority will re-exam the waiting list and will house the first applicant according to date and time of the application whose income is nearest to the target percentage.



Annual Statement/Performance  
and Evaluation Report  
Part II: Supporting Pages  
Comprehensive Grant Program(CGP)

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

Development Number/ Name	General Description of Major Work Categories	Dev. Account Number	Total Estimated cost			Total Actual Cost		Status of Proposed Work
			Quantity	Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61001 1A/1B Ferguson Ct. Holly Berry Court	FERGUSON COURT							
	1) Replace Apt. Storm Doors	1460	50 units	\$15,000				
	2) Remove Oil Tank	1450	N/A	\$25,000				
	HOLLY BERRY COURT							
	1) Replace Storm Doors	1460	20 Apts.	\$5,000				
	2) Appliances	1465	10 Apts	\$8,000				
	3) Community Police	1408	NA	\$25,000				
	4) Rewire Cable/Phone	1460	50 Apts.	\$25,000				
	SUBTOTALS ----->			<u>\$103,000</u>				
	NJ39PO61002 Riverview W.	1) Landscaping	1450	NA	\$5,000			
2) Replace Bath Drains		1460	20 Units	\$20,000				
SUBTOTALS ----->				<u>\$25,000</u>				
NJ39PO61004 Riverview E.	1) Repair Balcony's	1460	NA	\$40,000				
	SUBTOTALS----->			<u>\$40,000</u>				
NJ39PO61007 Cedarview Ct.	1)Cabinet Replacement	1460	40 Units	\$60,000				
	SUBTOTALS----->			<u>\$60,000</u>				
NJ39PO61008 Jaycee Plaza	1) Apartment Carpet	1460	45 Units	\$34,000				
	2) Heat pumps	1460	10units	\$17,000				
	SUBTOTALS----->			<u>\$51,000</u>				
	SUBTOTALS THIS PAGE--->			<u>\$279,000</u>				

Annual Statement/Performance  
and Evaluation Report  
Part II: Supporting Pages  
Comprehensive Grant Program(CGP)

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

Development Number/ Name	General Description of Major Work Categories	Dev. Account Number	Total Estimated cost			Total Actual Cost		Status of Proposed Work
			Quantity	Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61009 Scattered Sites	1) Replace Sidewalks	1450	1500 sf	\$4,000				
	SUBTOTALS ----->			<u>\$4,000</u>				
All Sites	1) MVP Office Renovations	1470	NA	\$236,352				
	2) Administration	1410	NA	\$71,876				
	3) Security Guards	1408	NA	\$66,000				
	4) A&E Office	1430	NA	\$16,534				
	5) Debt Service Repayment	1490	NA	\$10,000				
	6) Maint. Vehicles	1475	NA	<u>\$35,000</u>				
					<u>\$435,762</u>			
	SUBTOTAL THIS PAGE ----->			<u>\$439,762</u>				
	SUBTOTAL PAGE ONE----->			<u>\$ 279,000</u>				
	TOTAL CGP FISCAL 2000 --->			<u>\$718,762</u>				

ANNUAL STATEMENT/  
 PERFORMANCE AND EVALUATION REPORT  
 PART III: Supporting Pages  
 Comprehensive Grant Program (CGP)

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

IMPLEMENTATION SCHEDULE \_ 2000

Development Number/Name	Funds Obligated End of Quarter			Funds Expended End of Quarter			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ399PO61001 FERGUSON COURT & HOLLY BERRY COURT	06/30/2002			01/31/2003			
NJ399PO61002 RIVERVIEW WEST	06/30/2002			01/31/2003			
NJ399PO61004 RIVERVIEW EAST	06/30/2002			01/31/2003			
NJ399PO61006 SHAR LANE GARDENS							
NJ399PO61007 CEDARVIEW COURT	06/30/2002			01/31/2003			
NJ399PO61008 JAYCEE PLAZA	06/30/2002			01/31/2003			
NJ399PO61009 SCATTERED SITES	06/30/2002			01/31/2003			
NJ399PO61010 MAURICE VIEW PLAZA							
Signature of Executive Director & Date				Signature of Public Housing Director & Date			

Annual Statement/Performance  
and Evaluation Report

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

Part 1: Summary

Comprehensive Grant Program(CGP)

OMB Approval No. 2577-0157 (Exp. 7/31/98)

PHA/IHA Name			THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE		Comprehensive Grant Number		NJ39PO6170800		FFY of Grant Approval		2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance & Evaluation Report for Program Year Ending												
Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost								
		Original	Revised	Obligated	Expended							
1	Total Non-CGP Funds											
2	1406 Operations (May not exceed 10% of line 19)											
3	1408 Management Improvements 1/	\$91,000.00										
4	1410 Administration 2/	\$71,876.00										
5	1411 Audit											
6	1415 Liquidated Damages											
7	1430 Fees & Costs	\$16,534.00										
8	1440 Site Acquisition											
9	1450 Site Improvement	\$34,000.00										
10	1460 Dwelling Structures	\$216,000.00										
11	1465.1 Dwelling Equipment - Nonexpendable	\$8,000.00										
12	1470 Nondwelling Structures	\$236,352.00										
13	1475 Nondwelling Equipment	\$35,000.00										
14	1485 Demolition											
15	1490 Replacement Reserve (Debt Service payment)	\$10,000.00										
16	1495.1 Relocation Costs											
17	1498 Mod Used for Development											
18	1502 Contingency (may not exceed 8% of Line 19)											
19	Amount of Annual Grant (Sum of Lines 2-18)	\$718,762.00										
20	Amount of Line 19 Related LBP Activities											
21	Amount of Line 19 Related to Section 504 Compliance											
22	Amount of Line 19 Related to Security	\$99,000.00										
23	Amt of Line 19 Related to Energy Conservation Measures											
SIGNATURE OF EXECUTIVE DIRECTOR AND DATE						SIGNATURE OF FIELD OFFICE MANAGER (OR REGIONAL ADMINISTRATOR IN CO-LOCATED OFFICE) AND DATE						
X						X						

# 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 \$ 118,050**

**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

Security will continue to monitor all PH sites, submit reports and receive security training. Alternative activities i.e.: after school homework assistance, Education Enhancement Program, PAL will continue. PHDEP staff will maintain performance measures, program management, referral services and evaluation in order to meet goals. Maintain the working relationship with the NCADD and SODAT as prevention specialists. Continue to improve security measures and communication through the annual resident survey.

**E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Holly Berry Court	49	150
Scattered Site	30	110
Jay Cee Plaza	90	95
Riverview West	100	102
Riverview East	110	116
Ferguson Court	50	59
Cedarview Court	50	56
Mauriceview Plaza	30	36

**F. Duration of Program**

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

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



## G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$183,800	NJ39DEP0610195	0		
FY 1996	\$222,960	NJ39DEP0610196	0		
FY 1997	\$143,400	NJ39DEP0610197	0		
FY1998	\$143,400.	NJ39DEP0610198	\$62,126.		12/00
FY 1999	\$115,290.	NJ39DEP0610199	\$52,943.		12/00

## 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.

Continue to track and maintain crime statistics, police calls for service and security incidents for all public housing sites and strategies to reduce crime percentages. Continue security monitoring at each PH site. Establish better relationships and communication between public housing residents and security personnel through resident surveys and Neighborhood Watch program. Attract public housing youth to participate in PHDEP supported activities which include homework assistance, inter-agency activities with Delsea Village and Wade East, PAL activities, Education Enhancement Program, case management and referral. Continue partner agencies participation with the following agencies: Cumberland County College that supply the instruction for the Education Enhancement Program, NCADD who act as prevention specialists and facilitate activities for PH seniors and families and train PH residents as prevention specialists and create DE Monthly New Letter, SODAT facilitate prevention activities for PH youth, Cumberland County Drug Abuse Services continue on-site Drug and Alcohol Evaluations, Community Police Officers who act as mentors, Millville Municipal Alliance provide alternative activities and clean-ups and Millville Public Schools. Continue to have a full-time PHDEP Outreach worker to encourage PH residents to participate in DE activities to strengthen family bonds, have alternatives to drug and alcohol use and to continue conducting New Resident Orientations so all residents will know key rules and regulations including one-strike policy.

## B. PHDEP Budget Summary

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

<b>FY 2000 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	0
9120 - Security Personnel	\$52,759.
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	\$18,880.
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	\$46,411.
<b>TOTAL PHDEP FUNDING</b>	<b>\$118,050.</b>

## C. PHDEP Plan Goals and Activities

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

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ 52,759.</b>		
Goal(s)	1) 50% reduction selected Part 1 crimes over five years.						
	2) Track selected Part 2 crimes and reduce other selected crimes over 5 years.						
	3) Security patrol all PH sites and submit daily incident reports.						
	4) Continue Community Policing @ Holly Berry Court						
	5) Provide security training and maintain better communication with residents.						
Objectives	1) Robbery, Assault & Burglary 10% reduction each year.						
	2) Juvenile, Domestic & Harassment complaints 10% reduction each year.						
	3) Security incident 10% reduction over 5 years,						
	4) Patrol in/around Holly Berry Court complex, maintain mini-precinct, attend 8 resident mtgs a yr						
	5) Security training and better communication between security and PH residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Security Employment			10/00	9/01	\$47,509.		5% reduction in part 1 crimes each 6 mos/ 5% reduction part 2 crimes each 6 mos
2. Community Policing			10/00	9/01		\$25,000./ Comp Grant	Submit Neighborhood evals & sign attendance @ 8 resident mtgs

3. Security Training			10/00	9/01	\$5,250.		Attend security training & resident survey results
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9160 - Drug Prevention					Total PHDEP Funding: \$18,880.		
Goal(s)	1) PHDEP supported alternative activities for youth						
	2) PHDEP supported alternative activities for adults and families						
Objectives	1) Inter-Agency alternative activities for youth with Delsea Village, Wade East and Millville PAL						
	1) Maintain youth participation in after school Homework Assistance for academic year 00-01						
	1) Continue Education Enhancement Program for PH youth.						
	2) Maintain prevention specialist on-site to produce DE News Letter and Sr. activities 1x per month						
	2) Set-up drug education training for PH adults.						
	2) Continue semi-annual clean-up @ Holly Berry Court Complex						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Recreation activities, Arts/Crafts, movies, etc.	40 each year	Public housing youth	10/00	09/01			40 participants each year
2. Homework Assistance	45 each year	Public Housing Youth	10/00	09/01	\$600.		23 participants each 6 months
3. Education Enhancement Program	10 each year	Public Housing youth	10/00	09/01	\$3,780.		80% of participants improve grade level
4. Drug & Alcohol Education Classes	5 each year	Public Housing Adults	10/00	09/01	\$3,500.		5 adult residents will complete 40 hrs classroom training and apply prevention strategies
5. DE New Letter & Senior Citizen Activities	750	Public Housing Families	10/00	09/01	\$10,000.		12 DE New Letters per year to each PH family
6. Holly Berry Court Clean-up	150	Public Housing Families	10/00	09/01	\$1,000.		1 Holly Berry Court clean-up each 6 months

9190 - Other Program Costs					Total PHDEP Funds: \$46,411.		
Goal(s)	1) Maintain employment of F/T Outreach Worker						
Objectives	1) Continue Case Management and Referrals for PH youth and adults						
	1) Continue advertising and outreach for PHDEP supported activities						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Case management info and referral for PH youth & adults			10/00	09/01	\$22,809. \$8052./ fringe		40 referrals each year youth and 40 referrals each year adults
2. Travel and Training			10/00	09/01	\$1,500.		2 training each year
3. Office Equipment			10/00	09/01	\$1,200.		Maintain office equipment
4. Office Supplies			10/00	09/01	\$1,590.		Maintain office supplies

5. Independent Resident Survey			10/00	09/01	\$10,000.		Use results to improve security
6. Office Utilities			10/00	09/01	\$1,260.		Maintain office

### **Section 3: Expenditure/Obligation Milestones**

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

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activities 1, 2, 3	\$13,190.	Activities 1, 2, 3	\$26,379.
9130				
9140				
9150				
9160	Activities 2, 3, 4, 5, 6	\$4,720.	Activities 2, 3, 4, 5, 6	\$9,440.
9170				
9180				
9190	Activities 1, 2, 3, 4, 5, 6	\$11,603.	Activities 1, 2, 3, 4, 5, 6	\$23,206.
<b>TOTAL</b>		\$29,513.		\$59,025.

### **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.”

## **Millville Housing Authority**

### **MISSION STATEMENT**

The Millville Housing Authority will promote adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination. The Millville Housing Authority mission is to continue to operate as a high-performing agency , promote the Authority as a positive force within the community.

### **GOAL**

**To manage and operate all properties in a safe, timely, and cost effective manner in order to maximize the quality of life for our residents.**

### **OBJECTIVES**

1. Maintain current high-performance standards in management and maintenance indicators such as rent collection, vacancy turnaround, vacancy rate, facility conditions, and other monitored performance indicators in a fiscally prudent manner.
2. Examine all aspects of housing management/maintenance for possible re-organization to improve efficiency of service.
3. Develop a better cost center accounting system to track production/expenditures.
4. Create a better inventory management system that, among other benefits, minimizes small purchases.
5. Provide resident lease and security orientations to 100 percent of applicants assigned to all communities to strengthen community/resident anti-crime drug efforts.
6. Complete the installation of security camera surveillance at three additional sites and monitor all camera at Maurice View Plaza when the facility is complete.
7. Enforce “One Strike” provisions and provide staff training to leasing , DE and security MHA personnel.
8. Maintain a good functioning, interactive relationship with local community police and develop the “Broken Windows” approach to crime prevention.
9. Conduct a resident survey annually beginning in FY 99 to determine client satisfaction
10. Entice higher income residents to move into MHA properties.

11. Enhance and upgrade MHA properties to entice higher income residents.
12. Investigate use of residents as security personnel under community service requirements.

### **GOAL**

**To provide the appropriate services to: (1) assist families transition from dependence to independence in the shortest period of time; (2) deter premature institutionalization of our senior population; and (3) be more of a viable participant in the community to foster self-sufficiency for the disabled.**

### **OBJECTIVES**

1. Develop a transition plan to allow for the month continuance of critical social programming, especially EDSS, to protect against possible reduced or eliminated funding.
2. Analyze and develop a plan to ensure that grant funds fully pay for the cost of service delivery to avoid MHA hidden costs.
3. Maintain the FSS program and encourage all eligible working families to purchase their home
4. Provide EDSS training, job assistance, and employment to all interested residents to minimize residency periods.
5. Provide services to MHA senior residents that are not provided by other agencies (“fall through the cracks”) to deter premature institutionalization up to 5 percent over the next 5 years.
6. Investigate the possibility of MHA supported Day Care for residents who cannot obtain traditional services that will be operated by Manpower.
7. Utilize outside resources as referrals to reduce duplication of services for such services in order to minimize the cost to MHA.
8. Participate in the community to foster self-sufficiency for the disabled by: (1) determine home ownership and transportation opportunities; (2) determine other agency interest in using our existing facilities to promote their programs; (3) provide training, GED, skills and job readiness; and (4) promote volunteerism and sensitivity training.
9. Provide financial counseling for potential homebuyers, credit renewal, and other related topics to encourage independence through homeownership.

### **GOAL**

**To pursue property acquisitions and development in conjunction with the community targeted at designated revitalization areas emphasizing homeownership. The agency will secondarily pursue other mixed income rental opportunities.**

### **OBJECTIVES:**

1. Compile a citywide property analysis to determine the physical attributes/ demographics resulting in the identification of specific target areas.
2. Determine the homeownership market need including the ability variables of the market Participants
3. Assemble an inventory of available financial resources.

4. Explore alternative development types in an effort to match financial resources and participant needs.
5. Implement a homeownership program in existing MHA properties as a market resource for homeownership.
6. Develop a strategy to integrate into the development process a security/ crime management regime with zero tolerance to drugs/crime.

These six objectives integrated together formulate a strategic approach to the development role of the MHA. Objectives one through four involve planning and data collection and result in an approach to development. Objectives five and six involve adapting a resident homeownership and security plan to augment the approach.

## **GOAL**

**To identify affordable housing needs with the city and cooperate with other city agencies to develop strategies to promote and expand those needs.**

## **OBJECTIVES**

1. Identify areas where MHA would pursue an affordable housing strategy.
2. Develop formal partnerships with other agencies including city, business, and educational leaders to promote and expand affordable housing opportunities.
3. Work in conjunction with established agencies to provide information and statistics on housing issues.

## **GOAL**

**To pursue and secure alternative income sources to ensure the ongoing operation and self-sufficiency of our authority.**

## **OBJECTIVES**

1. Explore possibilities of facilities management contracts with other housing providers
2. Provide management and development consulting services to other housing authorities and interested parties.
3. Explore projects utilizing tax exempt bonds and/or tax credits and other financing programs to not only provide housing, but also as a service to generate additional income for MHA.

## **GOAL**

**To provide a safe, secure atmosphere for employees that: (1) provides opportunities for advancement; (2) encourages employee suggestions and input in decision making; and (3) encourages employment opportunities for community residents.**

## **OBJECTIVES**

1. Set training requirements and professional designations for each position at MHA. For example, require certain NAHRO training regimes be completed as a minimum requirement for some jobs.
2. Develop a thorough cross-training plan for all departments at MHA.
3. Establish an employee suggestion program.
4. Continue to respect and operate within the guidelines of EOE
5. Continue to conduct employee open-forum meetings.
6. Maximize advancement opportunities for all MHA staff.
7. Develop “Family Friendly” policies and incentives to maximize quality and efficiency of work performance.

## **Development of Goals**

The next phase of the retreat planning process involved the establishment of goals. A goal is simply an end toward which activity is directed. A goal is measurable, the desired result is known when the goal is set. Ideally, if all the goals that fall under a nature of goals also makes an ideal framework for planning and information system. The priority of goals, the timing of their execution, and the incremental measurement of progress in implementing them form an ideal system for connecting mission with the actual tasks agency staff perform in achieving their mission.

The Millville Housing Authority has established the following goals for each of the mission statements.

Agency – General

### **GOAL**

It is the intent of the Millville Housing Authority to project and operate our authority as a positive force within the community while at the same time becoming a model agency for HUD in the provision of low and moderate income housing.

### **OBJECTIVES**

1. Commission the production of a video to promote the positive goals of the agency in the community.
2. Conduct public seminars on MHA programs
3. Design an overall PR/Marketing strategy

## Step 2 – Resident Advisory Committee Five Year Planning Meeting

March 3, 1999

On March 3, 1999, the Millville Housing Authority conducted a planning meeting with the Resident Advisory Committee to solicit input to the five-year planning process.

Members of the resident council attended the meeting and were briefed on the draft MHA mission statement and goals developed in previous planning sessions.

The resident provided some input, nonetheless, many of the comments related to agency updates on current issues. The meeting notes are attached to this report. Briefly, the key comments relative to the five-year plan are summarized as follows:

- The majority of residents agreed that bringing assisted living to the MHA would help avoid premature placement of the elderly into nursing homes. They supported the approach.
- There was an extensive discussion on the delivery mechanism for providing assisted living. Residents discussed potential sites, services, and revisiting the elderly-only designation.
- The resident agreed that there was too much “low income” housing in Millville. They supported the approach of providing mixed-income housing.
- There were discussions on security and maintenance in the residential communities.
- The residents participated in a discussion on finding additional income for MHA. Ideas included: fines for improper trash disposal; fees for additional cars; stores at each site; and vending machines with shampoo, etc.

The Executive Director notified the residents that there would be a resident satisfaction survey to measure client effectiveness in the near future.

The meeting ended with residents expressing satisfaction with the performance of the MHA.

### Step 3 – Support Staff Planning Meeting

April 16, 1999

On April 16, 1999, the MHA conducted an all-day planning meeting with support staff from the various operating sections of the housing authority. The purpose of the meeting was to review the planning work from the previous sessions with senior staff and the residents and provide input to the five-year plan from an operating level perspective.

The meeting was attended by:

Sonny Taylor	Carole Stormes	Robert Clendaniel	Naheed Pagliughi
Sherry Kauffmann	Cliff Porter	Carl Terry	Harvey Andreolli
Robin Riley	Janet Reeves	Gerry Porter	Linda Davis

### **Profile of a High-Performing Housing Authority**

In the previous retreat with senior staff and the commissioners, participants provided an extensive list of specific attitudes of factors that support the MHA culture of a high-performing housing authority. During the line-staff planning session, participants provided the same input from the operating perspective. The comments are as follows:

Persistence	Teamwork	I love my job	Employees that care
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Caring employees and employers being proud of the outcome

Because MHA is always looking for grants and other ways to bring in new revenue.

Professionalism throughout the organization.    Personal pride    High level of commitment

All departments working together – good communication.

Staff responses added emphasis to a few categories mentioned on page 7

- High degree of cross functional collaboration
- Good Communication, mutual respect, and cooperation
- Team approach to problem solving

With regard to “mutual respect” staff discussed the effects of strong relationships outside the normal chain of command in the political community and how that creates an imbalance in organizational power and control accountability. They stated that when these relationships are not used to leverage benefits to the operations, abuse could effect operations by diminishing mutual respect and moral.

### **Recommendations to MHA Goals and Strategy**

Staff reviewed the priorities and goals and made recommendations that are additive or embellish those presented by senior staff and the commissioners. The comments and recommendations are organized by priority and goal below. Staff did not comment on all the goals because some were outside their area of operation and responsibility.

#### **Property Manager**

##### **GOAL**

To manage and operate all properties in a safe, timely, and cost effective manner in order to maximize the quality of life for our residents.

##### Recommendations

Staff felt that the key component in accomplishing this goal was keeping everyone informed of progress toward the goal during the year. This meant emphasizing the current open door policy and enforcing the responsibility to inform the proper person(s) regarding goal barriers and milestones.

More collaboration between Resident Services staff and other operations was a strong recommendation.

Task: Daily reporting to Resident Services with information regarding the health and status of residents.

Staff recommended training programs on specific changes to rules, regulations, and policies.

### **GOAL**

Examine all aspects of housing management/maintenance for possible reorganization to improve efficiency of service.

Task: Conduct quarterly meeting with line staff to discuss progress and issues with the Annual Plan.

Task: Staff recommended MHA establish cross-training to enhance efficiency.

Task: Conduct 360-degree evaluations to provide feedback on supervisory effectiveness.

### **GOAL**

Develop a better-cost center accounting system to track production/expenditures.

Task: Install new accounting and information system.

Task: Establish new procedures for credit card control

### **GOAL**

Create a better inventory management system that, among other benefits, minimizes small purchases.

Task: Link new information system to the inventory management system.

Task: Include office supplies in the inventory system.

### **GOAL**

Provide resident lease and security orientations to 100 of applicants assigned to all communities to strengthen community/resident anti-crime drug efforts.

Task: Develop a fine system for violations

Task: Establish a digital photo system to documents violations

Task: Each department provides input into the orientation package.

### **GOAL**

Complete the installation of security camera surveillance at three additional sites and monitor all cameras at Maurice View Plaza when the facility is complete.

Task: Examine security procedures and structure to enhance surveillance effectiveness.

Task: Reconfigure mobile patrol monitoring system.

### **GOAL**

Maintain a good functioning, interactive relationship with local community police and develop the “Broken Windows” approach to crime prevention.

Task: Meet with local police on a monthly basis to discuss problem solving.

### **GOAL**

Conduct a resident survey annually beginning FY 99 to determine client satisfaction

Task: Provide feedback on staff on the results of the survey.

### **General Recommendation to “Property Manager” Role**

Conduct 8 AM maintenance meetings to plan the day and obtain feedback from previous day

Provide a better clarification of duties by changing the job descriptions and have them support performance and incentives.

Provide training on the different skill areas of maintenance: electrical, motors, etc.

Provide training on the new inventory software for all maintenance

Conduct “respect in the workplace sessions in maintenance to establish more professional relationships

Set up an incentive program in maintenance based on quality of work, attendance, attitude, and professionalism.

Establish a better way to perform criminal checks to reduce delays.

Develop flat rent for public housing

Allow seniors with higher income into elderly housing

Pursue establishing Cedarview and Ferguson Court as “senior only”

Provide more housing opportunity for the young disabled

Establish more private offices in Leasing & Occupancy for confidentiality

Shift responsibilities in the security section to more “hands-on” by providing more mobile work rather than sitting watching the monitor

Provide more computerized reporting

Provide more in-house training personnel

### **EMPLOYER**

To provide a safe, secure atmosphere for employees that: (1) provides opportunities for advancement; (2) encourages employee suggestions and input in decision making and (3) encourages employment opportunities for community residents.

Staff made a number of recommendations that are difficult to place under any one goal. They recommend in the development of the Annual and Five Year plan, MHA consider the following tasks.

MHA should consider incentives other than pay. Employees should be informed of the tuition reimbursement program.

MHA should establish a bonus system

There should be a process that identifies how the employees can progress in the agency.

Inform the employees of the specific EDSS training opportunities

### **GENERAL RECOMMENDATIONS FOR “EMPLOYER” ROLE**

Supervisors should check all time cards for accuracy prior to signing

Change the pay cycle and turn in time sheets on Friday

Hire a Human Resources person

Provide more contact information on Morris View Plaza

### **SERVICE PROVIDER**

To provide the appropriate services to: (1) assist family transition from dependence to independence in the shortest period of time; (2) deter premature institutionalization of our senior population; and (3) participate in the community to foster self-sufficiency for the disabled.

Task: Conduct planning process to accomplish the goals.

## **GOAL**

Develop a transition plan to allow for the smooth continuance of critical social programming, especially EDSS, to protect against possible reduced or eliminated funding.

Task: Charge residents for housekeeping services

Task: Look for private fee-based use of MHA services

Task: Provide public fee-based workshops on such training programs as defensive driving

Task: Open the computer class to the public for a fee.

## **GOAL**

Maintain the FSS program and encourage all eligible working families to purchase their home

Task: Examine automatic use of FSS

## **GENERAL RECOMMENDATIONS FOR “SERVICE PROVIDER” ROLE**

Adjust the job descriptions to provide documentation of additional duties. Documenting additional work could be linked to incentives

Consider adjustments to the homemaker workers schedule to provide breaks in the schedule.

Develop a process that provides events that would result in more interaction with the seniors. This would include outing, dances, dinners, etc. This would help build rapport and show MHA cares.

Develop a report and feedback system that provides staff with an update of financial status of programs.

Require mandatory attendance to any agency-sponsored respect in the workplace training

