

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Vineland

PHA Number: NJ063

PHA Fiscal Year Beginning: 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)

The Mission of the Housing Authority of the City of Vineland is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The Vineland Housing Authority shall service the housing and social needs of lower income, elderly, handicapped, and family households living and working in the operating jurisdiction of the Authority.

Rental assistance shall be provided to those qualified and selected families in public- housing owned, tenant-lease purchased housing, or leased housing that shall be decent, safe, and sanitary.

The Authority shall promote the independent living among the elderly and disabled using federal, state, local, and resident contributions.

The Vineland Housing Authority will promote the financial independence and general well being of all its residents through programs offering educational activities, referral services, family self-sufficiency, drug abuse elimination, and housing counseling.

The Housing Authority will be the leader in making excellent affordable housing available for moderate-income persons through the expansion of its homeownership activities.

The Vineland Housing Authority will administrate its business affairs in a professional and financially prudent manner consistent with the highest ethical standards.

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS Advisory Score) 86.4
 - Improve voucher management: N/A
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- 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:
[Turnkey III, SNAP, Project H.O.S. Rehab.]

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

The Five-Year Agency Plan of the Vineland Housing Authority encompasses the goals and objectives of the Authority to be carried out over a five-year period; i.e., October 1, 2001 to September 30, 2005. Any substantial deviation from the mission statement and/or goals and objectives presented in this Five-Year Agency Plan that causes changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans.

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:
 - (1) **PHDEP – Vineland Police Dept. provides additional hours of police surveillance.**
 - (2) **The Housing Authority has a separate contract with a local security firm.**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

- (1) Congregate Housing Services Program -- Elderly**
Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

A major goal of the Vineland Housing Authority will be to continue to administrate its business affairs in a fiscally prudent manner and anticipates remaining in full compliance with all applicable standards and regulations including government generally accepted accounting practices (GAAP).

Objectives:

- 1. The Vineland Housing Authority shall operate so that income exceeds expenses every year.**
- 2. The Vineland Housing Authority shall maintain its operating reserves of at least the 80% level between October 1, 2000 and September 30, 2004.**
- 3. The Vineland Housing Authority shall continue to invest its reserves in accordance with the Authority's Investment Policy and manage funds prudently.**

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.

The Vineland Housing Authority codified its goals and objectives. The Annual Plan addresses the Vineland Housing Authority's immediate operations. The Five-Year Agency Plan includes the Authority's current policies and its participants in the public hearing and Section 8 Program Administrative Plan. The Agency's Plan also discusses the Authority's strategies for handling its operational concerns, resident needs, and services for the upcoming fiscal year. The Annual Plan outlines the Authority's efforts in meeting the needs of the low-, very low-, and extremely low-income population in our jurisdiction. Management concentrated on complying with the new rules and regulations derived from the new Housing Act of 1998. Realistic goals and objectives were also designed into the Plan to ensure that no significant deviation from the Mission Statement or the Five-Year Agency Plan's Goals and Objectives would cause a need for changes in services. The VHA is committed to providing a clean, safe environment with supportive services for young families as well as for the elderly and disabled residents of its jurisdiction.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
**(Included under the appropriate heading as part of the Agency Plan;
not sent as a separate attachment)**
- FY 2000 Capital Fund Program Annual Statement
(Included under the appropriate heading as part of the Agency Plan;

- not sent as a separate attachment)**
 Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
 FY 2000 Capital Fund Program 5 Year Action Plan
(Included under the appropriate heading as part of the Agency Plan; not sent as a separate attachment)
 Public Housing Drug Elimination Program (PHDEP) Plan
(Included under the appropriate heading as part of the Agency Plan; not sent as a separate attachment)
 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
(Included under the appropriate heading as part of the Agency Plan; not sent as a separate attachment)
 Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans No Fair Housing violations as per latest audit: 9/30/99.
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; 6-15-2000

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs FY 2000
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs N/A
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition N/A
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing N/A
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 N/A
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: 1999 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 N/A
X	Any cooperative agreement between the PHA and the TANF agency [06-02-95 with TANF]	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention 6-30-00
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 9/30/99
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs N/A
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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	1,992	4	3	4	3	2	2
Income >30% but <=50% of AMI	1,730	3	2	3	3	2	2
Income >50% but <80% of AMI	3,753	3	2	2	3	2	2
Elderly (60 – 84)	87	3	2	2	2	2	2
Families with Disabilities	126	3	2	4	4	4	2
Black	5,696	3	2	3	2	2	2
White	35,815	3	2	3	2	2	2
Hispanic	12,271	3	2	3	2	2	2
Other	998	3	2	3	2	2	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: 1990 updated 1997
- 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)

- U.S. Department of Housing & Urban Development
 - CPD Consolidated Plan System
 - Listing of Priority Needs
- Area Demographics and Labor Economic Demographics
- Community 2000 – HUD Community Planning
- VHA/CHAS Tenant Demographics (by site)
- VHA/CHAS Public Housing Waiting List
- VHA/CHAS Public Housing Rent Roll Report
- VHA/CHAS Section 8 Demographics & Waiting List Report

- Vineland Housing Authority Demographic & Statistical forms for Public Housing and Section 8
- Vineland-Millville-Bridgeton-Fairfield Consolidated Plan (Listing of Priority Needs)
- City of Vineland Housing Element Report dated December 1999

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	400		95
Extremely low income <=30% AMI	292	73%	
Very low income (>30% but <=50% AMI)	81	20%	
Low income (>50% but <80% AMI)	27	7%	
Families with children	195	49%	
Elderly families	79	25%	
Families with Disabilities	126	25%	
Black/Non-Hispanic	115	28%	
White/Non-Hispanic	59	14%	
Hispanic	233	57%	
Asian Pacific	3	1%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	181	45%	37
1BR	29	7%	24
2 BR	90	23%	5
3 BR	77	19%	17
4 BR	20	5%	4
5 BR	3	1%	4
5+ BR	0	0%	1
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 24			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes – Elderly units/Large 4-5 bedroom units			

Housing Needs of Families on the Waiting List			
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	412		30
Extremely low income <=30% AMI	221	54%	
Very low income (>30% but <=50% AMI)	165	40%	
Low income (>50% but <80% AMI)	26	6%	

Housing Needs of Families on the Waiting List			
Families with children	126	31%	
Elderly families	0	0	
Families with Disabilities	0	0	
Black/Non-Hispanic	152	37%	
White/Non-Hispanic	21	5%	
Hispanic	237	57%	
Asian Pacific	2	.5%	
Characteristics by Bedroom Size (Public Housing Only) 0			
Bedroom	181	45%	37
1BR	29	7%	24
2 BR	90	23%	5
3 BR	77	19%	17
4 BR	20	5%	4
5 BR	3	1%	4
5+ BR	0	0	1
Is the waiting list closed (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 24			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
 - a. Sell remaining Turnkey III Homeownership units to VHA residents**
 - b. Work with a non-profit to construct (3) new homeownership units**
 - c. Work with city government to rehab units within SNAP area**

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
(Adopt 18-month income exclusion)
- 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)

Flat rents not to exceed 30% of the area median income.

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)
Congregate Housing Services Program – DHHS (Dept. of Health & Human Services)

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$836,852.00	
b) Public Housing Capital Fund	\$1,132,438.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,462,407.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$334,822.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$41,000.00	
h) Community Development Block Grant	\$2,400.00	Supports Computer Learning Center
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$1,837,880.00	
4. Other income (list below)	\$30,000.00	
4. Non-federal sources (list below)	\$300,000.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$5,977,819.00	Administration, Management, Operations, and Maintenance

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

Eligibility is determined as soon as possible after the initial interview.

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) **Credit check**

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

N/A

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? 2 – **PHA and Section 8**

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) **If handicapped unit is required.**

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.

#1 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)

- Working families and those unable to work because of age or disability

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

VHA DECONCENTRATION POLICY

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Authority adopt policies and procedures governing the deconcentration of very low-income families and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. To implement this requirement, the Authority will compare the relative incomes of each development occupied predominantly by families with children. A

development with more than 50% of its occupants being families with children shall be considered to fall under this policy.

The goal of this policy is to create mixed-income communities and lessen the concentration of very low-income families within the Authority's public housing developments through admissions practices designed to bring in higher income tenants to lower income developments and lower income tenants into higher income developments.

The Deconcentration Policy is intended to work in conjunction with the Authority's annual income targeting requirements. The Policy requires that 40% of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30% of the Area Median Income. This "income targeting" requirement is separate from the Deconcentration Policy, which is comparative in nature.

DEFINITIONS

The following definitions are provided in order to clearly and define the affected developments and families under this Deconcentration Policy.

PHA-Wide Average Household Income: The average annual household income of all residents of all developments with more than 50% of its occupants being families with children.

Development Average Household Income: The average annual household income of all residents of a specific development with more than 50% of its occupants being families with children.

Higher Income Development: A development where the Development Average Household Income is greater than 120% of the PHA-Wide Average Household Income.

Lower Income Development: A development where the Development Average Household Income is less than 80% of the PHA-Wide Average Household Income.

Higher Income Family: A family whose annual household income is greater than 120% of the PHA-Wide Average Household Income.

Lower Income Family: A family whose annual household income is less than 80% of the PHA-Wide Average Household Income.

TESTING

In order to achieve and maintain deconcentration, the Authority will calculate the PHA-Wide Average Household Income for all developments with 50% or more of its occupants being families with children on at least an annual basis. At the same time, the Authority will calculate the Development Average Household Income for each development with 50% or more of its occupants being families with children. The results shall be documented as follows:

a) If the Development Average Household Income for a particular development is greater than 120% of the PHA-Wide Average Household Income, then that development shall be identified as a High-Income Development.

b) If the Development Average Household Income for a particular development is less than 80% of the PHA-Wide Average Household Income, then that development shall be identified as a Low-Income Development.

Testing can be run more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

CORRECTIVE ACTION

Once a development has been identified as a High-Income Development or a Low-Income Development, the Authority will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the Authority to generally increase the level of income for residents of public

housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to correct a concentrated development, the Authority will, to the greatest extent possible, provide incentives to promote a Lower-Income Family to select a Higher-Income Development and to promote a Higher-Income Family to select a Lower-Income Development.

Procedures to be employed in the development of a corrective action plan may include:

- a) Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move-in dates.

Since it is impossible to design a policy that will address every scenario, the Authority will, upon the identification of a need to deconcentrate, develop a specific Action Plan that will be included in the Annual Plan update.

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Illness or inability to find unit gives VHA discretion to provide an extension.

(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.

1 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)

- 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 --
(through Section 8 Administrative Plan)
- 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: **N/A**

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:

N/A

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)
- 95th 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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
Board of Commissioners, Executive Director, Assistant Executive Director, Department Heads, Department Staff

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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	623	90
Section 8 Vouchers	88	10
Section 8 Certificates	167	20
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	623	N/A
Other Federal Programs(list individually)		
Family Self-Sufficiency	30	7

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)
VHA Maintenance Manual
Contract with vendor to prevent pest infestation

- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ39PO6350100 FFY of Grant Approval: (07/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$50,000.00
4	1410 Administration	\$108,000.00
5	1411 Audit	
6	1415 Liquidated Damages	

7	1430	Fees and Costs	
8	1440	Site Acquisition	
9	1450	Site Improvement	\$253,088.00
10	1460	Dwelling Structures	\$583,194.00
11	1465.1	Dwelling Equipment-Nonexpendable	\$2,745.00
12	1470	Nondwelling Structures	\$157,500.00
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	Amount of Annual Grant (Sum of lines 2-19)		
21	Amount of line 20 Related to LBP Activities		\$1,154,527.00 FY 2000 Allocation Amount
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
HA Wide	Management Improvements:		
	Upgrade computer hardware	1408	\$8,750.00
	Purchase computer software	1408	\$8,750.00
	Computer training for staff	1408	\$7,500.00
	Part funding – Computer Learning Center	1408	\$25,000.00
	Administration:		
	Part payment of various salaries related to CFP	1410	\$108,000.00
63-2 – Tarkiln Acres	Site: Resurface Parking Areas & Roads	1450	\$246,288.00
63-5 Scattered Site Rentals	Site: Miscellaneous Improvements	1450	\$3,400.00
63-19 Scattered Site Rentals	Site: Miscellaneous Improvements	1450	\$3,400.00

63-5 Scattered Site Rentals	Mechanical & electrical: Various projects	1460	\$19,067.00
63-5 Scattered Site Rentals	Building exterior: Various projects	1460	\$42,525.00
63-5 Scattered Site Rentals	Dwelling unit: Various projects	1460	\$45,620.00
63-6 – Kidston	Mech. & elec.: Air condition hallways	1460	\$180,000.00
63-4 – Olivio	Mech. & elec.: New sound system and air condition halls	1460	\$177,172.00
63-18 Scattered Site Rentals	Building exterior: Various projects	1460	\$31,525.00
63-18 Scattered Site Rentals	Dwelling units: Various projects	1460	\$22,525.00
63-19 Scattered Site Rentals	Mechanical & electrical: Various projects	1460	\$5,785.00
63-19 Scattered Site Rentals	Building exterior: Various projects	1460	\$31,553.00
63-19 Scattered Site Rentals	Dwelling unit: Various projects	1460	\$1,825.00
63-5 Scattered Site Rentals	Dwelling equip.: New stoves and/or refrig.	1465.1	\$915.00
63-18 Scattered Site Rentals	Dwelling equip.: New stoves and/or refrig.	1465.1	\$915.00
63-19 Scattered Site Rentals	Dwelling equip.: New stoves and/or refrig.	1465.1	\$915.00
63-14 – Olivio	Int. common areas: Enlarge community hall and kitchen	1470	\$157,500.00

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)
HA Wide	October/2001	October/2003
NJ 63-2: Tarkiln	October/2001	October/2003
NJ 63-5: Scattered Site Rentals	October/2001	October/2003
NJ 63-6: Kidston	October/2001	October/2003
NJ 63-14: Olivio	October/2001	October/2003
NJ 63-18: Scattered Site Rentals	October/2001	October/2003

<p style="text-align: center;">NJ 63-19: Scattered Site Rentals</p>	<p style="text-align: center;">October/2001</p>	<p style="text-align: center;">October/2003</p>
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(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

H.A. Wide	Physical Improvements		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		No Work	2000
Site-Wide Facilities: Create Storage Area for Oversized Equipment		\$92,500.00	2001
			2002
			2003
			2004
Total estimated cost over next 5 years		\$92,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-1a	Parkview		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	No work	2000
	No work	2001
Crawl space piping	\$68,000.00	
Roof replacements	\$61,535.00	2002
Miscellaneous site improvements	\$48,780.00	
Heat: Convert electric to gas	\$68,000.00	2003
		2004
Total estimated cost over next 5 years	\$246,315.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-16	D'Orazio Terrace		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		No work	2000
Community building renovations		\$140,788.00	2001
Roof replacements		\$145,000.00	2002
Correct grading and drainage		\$175,000.00	2003
			2004
Total estimated cost over next 5 years		\$460,788.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-2	Tarkiln Acres		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	\$246,288.00	2000
Renovate Community Building	\$120,500.00	2001
Upgrade electric panel boxes	\$80,000.00	
Replace gutters and downspouts	\$102,000.00	2002
Create ten barrier-free units	\$180,000.00	2003
Install crawl space doors for each building	\$192,875.00	2004
Total estimated cost over next 5 years	\$921,663.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-3	Scattered Site – Turnkey III		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		No work	2000 2001 2002 2003 2004
Total estimated cost over next 5 years			
Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-4	Axtell Estates		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	No work	2000
No work		2001
Replace circuit breaker panels	\$35,788.00	2002
Paint interiors of all units	\$151,536.00	
No work		2003
		2004
Total estimated cost over next 5 years	\$187,324.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-5	Scattered Site Rentals		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		\$111,527.00	2000
No work			2001
Various mechanical & electrical projects (Ref. to Physical Needs)		\$9,882.00	2002
Various building exterior projects (Ref. to Physical Needs)		\$27,825.00	
Various dwelling unit projects (Ref. to Physical Needs)		\$13,500.00	
Site-wide (new sidewalks and/or drives)		\$3,600.00	
Various building exterior projects (Ref. to Physical Needs)		\$21,250.00	2003
			2004
Total estimated cost over next 5 years		\$187,584.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-6	Kidston Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	\$180,000.00	2000
Mechanical and electrical – improve sound system	\$25,365.00	2001
Building exterior – replace balcony handrails and panels	\$120,000.00	2002
Mechanical and electrical – add thermostat-controlled rooftop fans	\$56,750.00	2003
		2004
Total estimated cost over next 5 years	\$382,115.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
63-8	Scattered Sites – Turnkey III			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement			No work	2000
			No work	2001
			No work	2002
			No work	2003
				2004
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
63-9	Scattered Sites – Turnkey III			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	No work	2000
	No work	2001
	No work	2002
	No work	2003
Total estimated cost over next 5 years		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-10	Scattered Sites – Turnkey III		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		No work	2000
		No work	2001
		No work	2002
		No work	2003
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-14	Olivio Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	\$334,672.00	2000
Site: Create "one-way" driveway	\$115,788.00	2001
Int. Common Areas: Replace carpet and wallpaper	\$238,950.00	
Mechanical and electrical: Install sprinkler system in apartments	\$195,850.00	2002
Int. Common Areas: Add hall lights and move to ceiling	\$138,250.00	2003
		2004
Total estimated cost over next 5 years	\$1,023,510.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-15	Scattered Sites – Turnkey III		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		No work	2000
			2001
			2002
			2003
			2004
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-16	Scattered Sites – Turnkey III		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	No work	2000
		2001
		2002
		2003
		2004
Total estimated cost over next 5 years		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-18	Scattered Sites -- Rentals		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		\$80,562.00	2000
		No work	2001
Mechanical and electrical: Various projects		\$2,882.00	2002
Building exteriors: Various projects		\$28,325.00	
Dwelling units: Various projects		\$45,930.00	
Dwelling equipment: Various projects		\$915.00	
Mechanical and electrical: Various projects		\$2,017.00	2003
Building exteriors: Various projects		\$25,950.00	2004
Total estimated cost over next 5 years		\$186,581.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
63-19	Scattered Sites -- Rentals		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

See Annual Statement	\$43,478.00	2000
	No work	2001
Mechanical and electrical: Various projects	\$1,925.00	2002
Building exteriors: Various projects	\$7,443.00	
Dwelling equipment: Various projects	\$915.00	
Site-wide: Sidewalks and/or drives	\$3,600.00	
Site: Misc. improvements	\$3,400.00	2003
Mechanical and electrical: Various projects	\$20,167.00	
Building exteriors: Various projects	\$26,527.00	
Dwelling units: Various projects	\$9,375.00	
Dwelling equipment: Replace stoves	\$425.00	
		2004
Total estimated cost over next 5 years	\$117,255.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
H.A. Wide	Management Improvement	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
See Annual Statement		\$50,000.00	
Upgrade computer hardware		\$8,750.00	2000
Purchase computer software		\$8,750.00	
Computer training for staff		\$7,500.00	
Partial funding for Computer Learning Center		\$25,000.00	2001
Same as 2001		\$50,000.00	
Same as 2001		\$50,000.00	2002
		\$50,000.00	2003
		\$50,000.00	2004
Total estimated cost over next 5 years		\$250,000.00	

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with

disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to

component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
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.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

1a. Development name: **Turnkey III Homeownership Program**

1b. Development (project) number: **NJ 63-03, 08, 09, 10, 15, 16**

<p>2. Federal Program authority:</p> <p><input type="checkbox"/> HOPE I</p> <p><input type="checkbox"/> 5(h)</p> <p><input checked="" type="checkbox"/> Turnkey III</p> <p><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)</p>
<p>3. Application status: (select one)</p> <p><input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) 06/04/1974</p>
<p>5. Number of units affected: 17</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

06/02/95

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)

a. New Jersey Department of Human Services, Division of Family Development MOU for Work First New Jersey (WFNJ) for Informational/ Handbook materials to be distributed to applicants. (application pending)

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

- 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
--

Community Service & Self-Sufficiency

The Quality Housing & Work Responsibility Act of 1998 mandates that all housing authorities provide a description of their Community Service & Self-Sufficiency Programs in their Five-Year Agency Plans. The Vineland Housing Authority addresses this portion of the Agency Plan in the following three sections:

Current Resident Programming

Section 8 Choice Voucher Program:
Family Self-Sufficiency Program

Under the Section 8 Choice Voucher Program, the Vineland Housing Authority has been operating a Family Self-Sufficiency Program (FSS) since 1993. Under the Authority's contractual agreement with HUD, the FSS program is required to assist 39 program participants. The program is staffed with a social worker, who holds a BSW degree. She

performs a complete case management process on each client. The social worker also interacts and interfaces with local agencies, education centers, and local employers to assist residents in obtaining education, training, and job placements. The program currently has 82% of its required participants. The VHA plans to continue its FSS program as a method of assisting our Section 8 Choice Voucher Program participants in becoming self-sufficient and eliminating their dependence on welfare benefits. The program has formal agreements with local agencies such as the Welfare Department, Adult Education, etc., to assist it in meeting the Authority's goals.

**Public Housing:
Drug Elimination Program**

The Vineland Housing Authority operates a Drug Elimination Program, a portion of which is allocated to Resident Services. The Resident Services Coordinator of the program is a social worker with an MSW degree. She handles job placement referrals to local employers and arranges for residents participating in the Drug Elimination Program to attend GED classes.

The major thrust of the Drug Elimination Program is the weekly Homework Base Program that currently hosts a daily average of from 15 to 20 children, whose ages range from six to 15 years. The Homework Base instructor reviews report cards. She also maintains a close interaction with local teachers to reinforce early childhood learning as a method to assist Vineland Housing Authority residents in their attempt to break the cycle of depending upon public housing as their primary source of living accommodations.

Compliance with Income Changes for Welfare Recipients

The Vineland Housing Authority has addressed this issue modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan.

Community Service & Self-Sufficiency Policy

STATEMENT:

Part II, Department of Housing and Urban Development, 24 CFR, Parts 5, 880, *et al*, publishes the final rule regarding changes to admission and occupancy requirements in the Public Housing and Section 8 Housing Assistance Programs. It also outlines the PHA's requirement in administrating the Community Service & Self-Sufficiency requirements. The Authority will initiate this portion of the new Housing Act of 1998 beginning October 1, 2000.

POLICY

ADMINISTRATING THE ACTIVITIES OF RESIDENTS:

- a) The Authority may administer qualifying community service, or
- b) The Authority may make such activities available through a contractor,
or
- c) The Authority may partner with qualified organizations or community agencies or institutions

DETERMINATION OF FAMILY MEMBERS AS SUBJECT TO OR EXEMPT FROM THE SERVICE REQUIREMENTS:

FOR CONTINUED OCCUPANCY

- a) Thirty days prior to a resident's annual reexamination for continued occupancy, the Authority will review the client's file and notify the family of its determination identifying the family members, who are subject to the service requirement and the family members who are exempt persons.
- b) In addition, the PHA's notification in which it identifies the family members who are subject to the service requirements, and the family members who are exempt persons, the Authority will provide a written description of the service requirements [24 CFR 960.603 (A)(1)(2)(3)(b)], which will include a written list of exemption according to

[24 CFR 960.601 (2)(b)(1)(2)(I)(ii)(3) (4)(5)] and of the process for claiming status as an exempt person or for assuring resident compliance.

- c) The Authority will comply with [24 CFR 960.607] regarding assuring resident compliance, third-party certification and PHA notice of noncompliance.

FOR APPLICANTS

- a) Prior to occupancy and at the applicant's one-on-one interview and placement onto the PHA's waiting list, the applicant will be fully informed of the community service and economic self-sufficiency requirement.

b) At the one-on-one interview, the applicant will be provided any written materials regarding the service requirements of [24 CFR Subpart F Section 960.600-960.609]

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.

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 \$145,098

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R x

C. FFY in which funding is requested -- FFY 2000

D. Executive Summary of Annual PHDEP Plan

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

The Vineland Housing Authority has received PHDEP Grants in the year 1990 through 1999. These Funds have been dedicated to a comprehensive program of drug prevention and law enforcement activities. This emphasis will continue in the proposed FFY 2000 PHDEP Grant and also within the Authority's Five-Year Plan, if funded. The Vineland Housing Authority is seeking \$139,200 of which approximately forty-six (46%) percent is allocated for drug prevention in line item 9160 and augmented by law enforcement initiatives and investigative services.

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.

The targeted Areas I and II are encompassed by the following roads/streets and include the following developments/sites:

Area I: Chestnut Avenue, South West Avenue, Walnut Road, and South East Avenue

Area II: Park Avenue, North West Avenue, Landis Avenue, and North East Avenue

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)
Parkview Apartments #63-01a	25	64
Tarkiln Acres Apartments #63-002	150	184
Axtell Estates Apartments	50	267
Scattered sites	25	88

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
1990	\$250,000	NJ39DEP0190	-0-	None	2-92
1992	\$250,000	NJ39DEP0192	-0-	None	2-94
1993	\$250,000	NJ39DEP0193	-0-	None	2-96
1994	\$200,000	NJ39DEP0194	-0-	(1) 6 mos.	2-97
1995	\$250,000	NJ39DEP0195	-0-	None	3-99
1996	\$250,000	NJ39DEP0196	-0-	None	3-99
1997	\$201,000	NJ39DEP0197	-0-	None	12-99
1998	\$195,600	NJ39DEP0198	\$30,450	None	12-00
1999	\$139,200	NJ39DEP0199	\$127,416	None	3-00

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.

The Vineland Housing Authority has developed an action plan which includes the on-going goals: (1) Reduce crime in the public housing developments to a level equal to or less than the preceding year as compared to the City of Vineland, with the development of strategies and tactics in coordination with the Vineland Police Department; (2) Present educational, cultural, recreational, computer and life skill programs as alternatives to crime and substance abuse for residents; (3) Establish working relationships with local community support groups; (4) Provide technical and administrative services/reports in compliance with applicable regulations, statutes, etc.; (5) Involve residents in the development of security and drug abuse programs. All the aforementioned goals and subsequent objectives are directed towards the safety and security of the residents so as to improve the quality of life and enhance employment opportunities.

B. PHDEP Budget Summary

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

FFY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$40,000
9120 – Security Personnel	-0-
9130 – Employment of Investigators	\$15,000
9140 – Voluntary Tenant Patrol	
9150 – Physical Improvements	-0-
9160 – Drug Prevention	\$80,098
9170 – Drug Intervention	-0-
9180 – Drug Treatment	-0-
9190 – Other Program Costs	\$10,000
TOTAL PHDEP FUNDING	\$145,098

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.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$40,000		
Goal(s)	Reduce the amount of criminal and illegal drug activities in target area						
Objectives	Develop strategies and tactics to reduce criminal activity. Inform and involve residents in anti-drug/criminal. Compile a database of crime statistics. Make recommendations for the improvement of safety and security issues.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators

1. Provide patrols above baseline and submit required reports			1/01	12/01	\$40,000	-0-	Monthly report of activities & expended hours of service (monitored). Reduction of criminal activity.
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9120 - Security Personnel						Total PHDEP Funding: \$-0-	
Goal(s)	Provide additional safety and security measures for residents						
Objectives	Compliment police services and security measures. Provide reports of unusual circumstances.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Provide patrol services as required.			1/01	12/01	-0-	\$50,000 estimate VHA	Submission and review of all reports, including service observations and monitoring.

9130 - Employment of Investigators						Total PHDEP Funding: \$15,000	
Goal(s)	Investigate drug-related crime and other violations						
Objectives	Conduct investigations as required, testify in appropriate adjudication hearings, and make recommendations as needed						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Conduct investigations, testify, make recommendations			1/01	12/01	\$15,000	-0-	Review of submitted reports and individual conferences

9150 - Physical Improvements						Total PHDEP Funding: \$-0-	
Goal(s)	Continue physical improvements as needed/required						
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Repair/upgrade of physical needs of projects as required			1/01	12/01	-0-	\$25,000 VHA	PHA internal reports as prepared monthly/annually

9160 - Drug Prevention						Total PHDEP Funding: \$80,098	
Goal(s)	Presentations of positive behavioral programs; elimination of idleness, which fosters illegal drug and criminal activities						
Objectives	Plan, develop, supervise, and coordinate programs as alternatives to crime and substance abuse and assistance for employment of residents						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Educational & cultural program presentations for youth & adults, as well as recreational, computer, and life skills programs	623	Residents of target population	1/01	12/01	\$80,098	\$30,800 (VHA) \$20,000 (VPD)	Review submitted reports and operational observations of significant changes

9170 - Drug Intervention						Total PHDEP Funding: \$ -0-	
Goal(s)	Referrals to other agencies shall be made as requested/needed						
Objectives	N/A						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

9180 - Drug Treatment					Total PHDEP Funding: \$ -0-		
Goal(s)	Referrals to other agencies shall be made as requested/needed						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

9190 - Other Program Costs					Total PHDEP Funds: \$ 10,000		
Goal(s)	Provide technical & administrative services of PHDEP proposed activities						
Objectives	Compliance with applicable regulations, statutes, etc. in the implementation of the PHDEP grant						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Review monthly vendor reports, submitted required HUD reports, make recommendations as needed			1/01	12/01	\$10,000	-0-	Approval of required reports to/by HUD. On-site reviews and conferences

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.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	All activities	10,000	All activities	40,000

9120	N/A	N/A	N/A	N/A
9130	All activities	3,750	All activities	15,000
9140	N/A	-0-	N/A	N/A
9150	N/A	-0-	N/A	N/A
9160	All activities	20,025	All activities	80,098
9170	N/A	N/A	N/A	N/A
9180	N/A	N/A	N/A	N/A
9190	All activities	2,500	All activities	10,000
TOTAL	All proposed activities	\$36,275	All proposed activities	\$145,098

Section 4: Certifications

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

See attachments:

1. Form HUD-50070, Certification for a Drug-Free Workplace
2. Form HUD-50071, Certification of Payments to Influence Federal Transactions
3. Standard Form SF-LLL and SF-LLLa, Disclosure of Lobbying Activities (where applicable)

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 (**18% of total police calls are in DEP-targeted area**)
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

NJ 63-04	Axtell Estates
NJ 63-01-A	Parkview Apartments
NJ 63-03, 08, 09, 10, 15, 16	Scattered Sites
NJ 63-02	Tarkiln Acres

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)

NJ 63-04	Axtell Estates
NJ 63-01-A	Parkview Apartments
NJ 63-02	Tarkiln Acres
NJ 63-03, 08, 09, 10, 15, 16	Scattered Sites

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)

NJ 63-04	Axtell Estates
NJ 63-01-A	Parkview Apartments
NJ 63-02	Tarkiln Acres
NJ 63-03, 08, 09, 10, 15, 16	Scattered Sites

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.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Vineland Housing Authority revised its Pet Policy on June 23, 1999 effective October 1, 1999. The revised Pet Policy covers the requirement for housing pets in elderly sites only. The Vineland Housing Authority is not required to address pets in family units until the final rule has been published. At that time, the Vineland Housing Authority will address the issue of pet ownership of residents living in public housing-family units.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

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 903.79 (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 903.79 (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)

Provided below:

Resident Advisory Board Comments, Suggestions, and Responses

Summary:

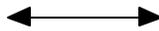
The Department of Housing and Urban Development requires each Housing Authority to respond to the comments and suggestions made by its Resident Advisory Board to the Five-Year Agency Plan. The *first* Resident Advisory Board meeting for the Vineland Housing Authority was held on *January 4, 2000*. Of the thirteen members attending the meeting, eight wrote initial comments and suggestions. The following is a summary of the comments and/or suggestions and the response given by the Authority:

COMMENT:

Two Resident Advisory Board members expressed their feelings regarding pets in public housing. One believed that only one pet should be allowed to only those residents who are responsible. Another stated she believed that the Pet Policy should be opened with strict rules to family units.

RESPONSE:

The Authority was in total agreement with both Resident Advisory Board members. The staff reviewed a few of the strict rules and reinforced that all residents would be required to follow these rules.

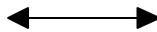


COMMENT:

The same RAB member, who requested strict pet rules, also asked if playground equipment could be installed at the Parkview site.

RESPONSE:

Mr. Noble said he was looking into this possibility. He projected the installation of playground equipment with Comp Grant 2001 funds being derived from this Comp Grant to cover the cost. He emphasized this is generally an expensive purchase, because the Authority would be very conscious of safety and would purchase only sound equipment.



COMMENT:

One RAB member requested something be done about the peepholes on the apartment doors. She said that short people have a hard time seeing guests at the door.

RESPONSE:

The Authority will address this problem to determine how many residents require a lower peephole. In addition, we will ensure the current peepholes are installed at the proper height



COMMENT:

One RAB member suggested that – for good public relations -- the Authority co-sponsor with the other businesses in town an annual party inviting residents from all the sites.

RESPONSE:

This is not an allowable expense item within HUD's budget. Each site could organize an event for their particular site and seek local businesses to contribute their services to the event.

COMMENT:

A RAB member asked the administration to create a booklet for new tenants that has information on how to use the emergency pulls; how to throw away trash, etc., instead of having someone "just tell them."

RESPONSE:

The administration replied that the Tenant Interviewer, who shows each unit, does a "hands-on demonstration" of how to use the emergency pull cords. In addition the interviewer walks the new tenant to the trash rooms and shows the proper procedure for disposing trash. Secondly, the administration explained that the Tenant Relations Assistant also reviews this material when annual inspections are performed. The Authority uses the quarterly newsletter to remind residents of the procedures. However, the administration said they could look into creating a booklet; but the timetable could not be given as the Authority was engrossed in developing the Agency Plan at the time of the request.



COMMENT:

One RAB member requested the balconies be reinforced. The resident asked if this repair could be put into the Comprehensive Grant.

RESPONSE:

The Authority responded by saying the balconies are already included in future comp grants.

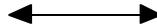


COMMENT:

The same RAB member stated that the halls are too hot in the summer and that ventilation in the hallways was important to the comfort of the residents.

RESPONSE:

This problem has been reviewed by the Authority. We intend to provide some relief with tempered air in future comp grants. This will be included in future grants if funding is available and addressed in order of need.



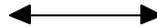
COMMENT:

The same RAB member said he knows the washers and dryers were under contract, but he asked if they could be replaced. He also believed that magnetic doors belonged on the back of the building.

RESPONSE:

The washers and dryers are totally the responsibility of the contractor. They are required to have these machines operating properly; and as long as they are in proper working condition, there is not much the Authority can do.

The doors located in the rear of the building are in proper working order plus they provide the required security. Therefore, there is no need to replace the doors at this time.



COMMENT:

The Authority was asked to clean the apartment rugs, because it makes no sense to replace stoves and ice boxes, paint walls and ceilings, and not take care of the rugs.

RESPONSE:

The Authority acknowledged that it was aware that the carpet needed replacing rather than cleaning. Management reassured the residents that the Authority had not lost sight of the need over the past year. The Authority plans to address this issue by placing a request for funding for this replacement in its Modernization Grant Application for fiscal year 2001.



COMMENT:

The same RAB member requested replacing rug-free areas with a non-slip material. Water or papers can be very slippery on the current floor surface in the apartments.

RESPONSE:

The Authority is exploring the possibility of replacing all common areas that currently have carpeting in place with non-slip tile. With regard to apartments where carpeting is in place, we plan to replace all carpeting in future comp grants, depending on available funds.



COMMENT:

One RAB member expressed her belief that more lighting should be installed along with security cameras at the Axtell complex.

RESPONSE:

The administration explained that additional site lighting would be placed in the Comprehensive Grant Application for 2002. However, the Authority recognized the importance of this issue; and if possible, the Authority would install this additional

lighting at the time of the site improvements, which will be started shortly in the year 2000. If funds could be rearranged to cover this additional work item, the Authority would move faster to complete this initiative.



COMMENT:

The final written comment along with an open discussion concerned overall security. One RAB member asked to be updated on the Authority's plan to increase security at the Tarkiln Acres and D'Orazio Terrace sites since they were garden-type units.

RESPONSE:

The Administration explained that it is in the process of addressing this issue on a larger scale. First, the Authority was about to launch a new security system at both the Tarkiln and D'Orazio complexes. A contract for security services is held with a local security firm.

The new system that was recently purchased will be used in conjunction with the foot patrols provided by the security firm. This system requires the guards to carry an electronic wand throughout their patrol period. Electronic stations have been installed throughout the sites, and the guards must walk through the entire site and plug their electronic wand into the numerous stations. This will record in the wand the guard's name and/or identification number, the date and time he walked past that station, and the name of that particular station. Once the guard's shift is over, he will return the wand to the Authority, and a printout of that information is obtained and reviewed by the Authority staff on a daily basis.

The administration explained that the additional security feature provides the following benefits: (1) it ensures that the guard performs an hourly foot patrol of the entire site; (2) the

Authority has a paper trail of the hours and apartments the guard has checked; and (3) it will raise the level of confidence the Tarkiln and D'Orazio residents now have knowing the Authority can monitor the guards' activities while on the job.

In addition to the new system, the Authority affirmed that it would continue to apply for Drug Elimination Funds for the Axtell and Parkview units. It would continue to maintain a close working relationship with the local police department; upgrade lighting, as funds permit; and ask the residents if they would participate in a "silent crime watch."

In addition to all this, the Authority will certainly continue to have a "One Strike and You're Out" policy and continue to screen all applicants carefully by performing background checks.

Not only was the Authority going to do all of the above, but it intended to post "Drug- Free Zone" community signs and "No Trespassing" signs so police could respond appropriately.

Security cameras were installed at Olivio Towers and Kidston Towers. Even though one RAB member did not believe the cameras worked, the Authority assured those present that the Authority could record and watch the traffic coming and going at each site.

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.)

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)

Board members are appointed by the governor of the State of New Jersey and by City Council.

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:

Vineland-Millville-Bridgeton-Fairfield Consortium -- 1999

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)

Increase affordable housing units:

(a) through the selling of 3 Turnkey III homeownership units

- (b) **through rehabilitating older homes as provided by City government**
 - (c) **through the construction of 3 homes upon vacant land as land becomes available through transfer of deed from the City to the VHA**
 - 3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - (a) **Participates with the Vineland Housing Authority and includes the Authority in the design of the Consolidated Plan**
 - (b) **Provides vacant land to the Authority for the construction of new homeownership units**
 - (c) **Provides older homes in SNAP area for the VHA to rehab for either rental or homeownership**
- 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.

None

Table Library