

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

JD 50075

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

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

PHA Plan

Agency Identification

PHA Name: Montclair Housing Authority

PHA Number: NJ 086

PHA Fiscal Year Beginning: (mm/yyyy) January 1, 2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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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)

B. Goals

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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. (Identifying 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: 115

Reduce public housing vacancies:

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

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score) to 100%
- Increase customer satisfaction: 100%
- 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: to 100% of participants in need of Counseling
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: 5-10 home purchases

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

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

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted
- Objectives:
 - Increase the number and percentage of employed persons in assisted families: by 100%
 - Provide or attract supportive services to improve assistance recipients' employability: by 100%
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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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: 100% success rate
 - 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: 100% success rate

Undertake affirmative measures to ensure accessible housing to persons
with all varieties of disabilities regardless of unit size required:

100% accessibility

Other: (list below)

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2000**

[24XCFR Part 903.7]

Annual Plan Type:

Indicate which type of Annual Plan the PHA will submit.

**Standard
Plan**

Streamlined Plan:

**High
Performing PHA**

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

**Administerin
g Section 8 Only**

**Troubled
Agency Plan**

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.

See Attachment
“A”,
(NJ086a01.doc)
containing
Executive
Summary
Narrative
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.

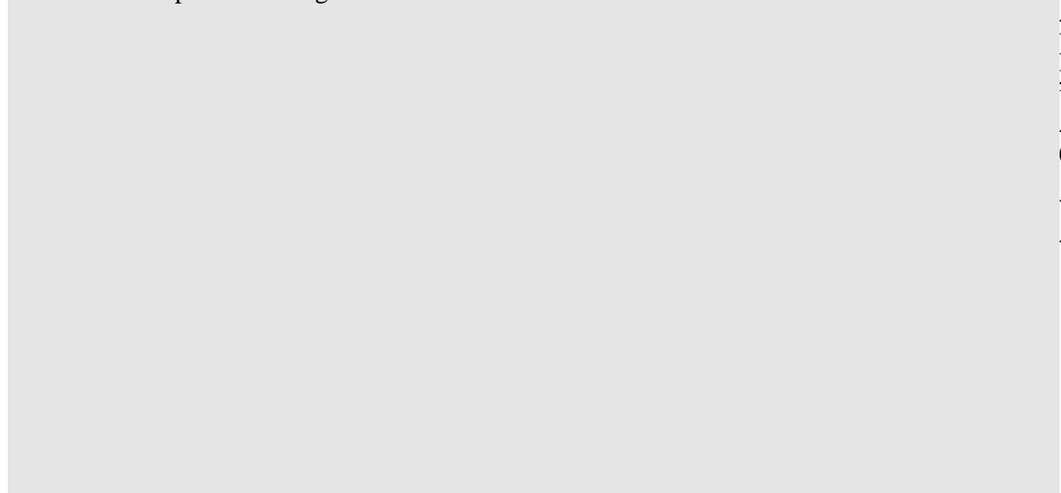
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Annual Plan

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Attachments A,B,C,D,E

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: N/A
 _____ Admissions
 Policy for
 Deconcentration
 _____ FY 2000
 Capital Fund Program
 Annual Statement
 _____ Most recent
 board-
 approved
 operating
 budget
 (Required
 Attachment
 for PHAs that

are troubled or at risk of being designated troubled ONLY)

| | | |
|---|---|--|
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| | 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 |

| | | |
|--------------------------------------|--|--|
| 2000 Annual Plan Page 4 J D 50075 | Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| | Schedule of flat rents offered at each public housing | Annual Plan: Rent |

| | | |
|-------------------------------|--|---|
| | development check here if included in the public housing A & O Policy | Determination |
| X | Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| | 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 |
| | Public housing grievance procedures check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| 2000 Annual Plan J D 50075 | Page 5 Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program X check here if included in the Section 8 | Annual Plan: Homeownership |

Administrative Plan

Any cooperative agreement between the PHA and the TANF agency Annual Plan: Community Service & Self-Sufficiency

FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency

The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan: Safety and Crime Prevention

X The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings Annual Plan: Annual Audit

Troubled PHAs: MOA/Recovery Plan Troubled PHAs

Other supporting documents (optional) (list individually; use as many lines as necessary) (specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 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, or other data available to the PHA, provide a statement of the housing needs in the jurisdiction completing the following table. In the "Overall" Needs column, provide the estimated number of families that have housing needs. For the remaining characteristics, rate the impact of that characteristic 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 assessment.

**Housing
Needs of
Families
in the
Jurisdiction
on
by
Family
Type**

| Family Type | Overall | Afford- ability | Supply | Quality | Access- ibility | Size | Location |
|--------------------------------|-------------------|--------------------|--------|---------|--------------------|------|----------|
| Income <= 30% of AMI | 7,215 | 5 | 5 | 4 | 5 | 4 | 5 |
| Income >30% but <=50% of AMI | 4,789 | 5 | 5 | 4 | 5 | 4 | 5 |
| Income >50% but <80% of AMI | 4,738 | 4 | 4 | 4 | 4 | 4 | 4 |
| Elderly | 10,046 | 4 | 4 | 4 | 4 | 3 | 3 |
| Families with Disabilities | No data available | - | - | - | - | - | - |
| White (non-Hispanic) | 291,135* | 3 | 3 | 3 | 3 | 4 | 3 |
| Black (Non-Hispanic) | 35,341* | 4 | 4 | 4 | 4 | 4 | 4 |
| Hispanic | 7,745* | 4 | 4 | 4 | 4 | 4 | 4 |
| Asian, Native American & Other | 6,784* | 3 | 3 | 3 | 3 | 4 | 4 |

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*Figures reflect county-wide population for the stated category; no information available on the actual number of renter families within each category.

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 **Essex County**

- _____ Indicate year: 1995-1999
- _____ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- _____ American Housing Survey data
- _____ Indicate year: _____
- _____ Other housing market study
- _____ Indicate year: _____
- _____ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type:
 (select one)

- Section 8
 tenant-
 based
 assistance
- _____ Public
 Housing
- _____ Combined

Section 8 and
Public Housing
_____ Public
Housing Site-
Based or sub-
jurisdictional
waiting list
(optional)

If used,
identify
which
develop
ment/su
bjurisdi
ction:

| | # of families | % of total families | Annual Turnover |
|--|-------------------|---------------------|-----------------|
| Waiting list total | 114 | | 8-10 |
| Extremely low income <=30% AMI | 87 | 76.3% | |
| Very low income (>30% but <=50% AMI) | 16 | 14.0% | |
| Low income (>50% but <80% AMI) | 11 | 9.6% | |
| Families with children | 92 | 80.7% | |
| Elderly families | 8 | 7.0% | |
| Families with Disabilities | No data available | | |
| White (Non- Hispanic) | 5 | 4.3% | |
| Black | 105 | 92.1% | |
| Hispanic | 4 | 3.6% | |

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Characteristics by
Bedroom Size
(Public Housing
Only)

| | | |
|-------|-----|-----|
| 1BR | n/a | n/a |
| 2 BR | n/a | n/a |
| 3 BR | n/a | n/a |
| 4 BR | n/a | n/a |
| 5 BR | n/a | n/a |
| 5+ BR | n/a | n/a |

Is the waiting list
closed (select one)?

YES

If yes:

B. How
long has it
been
closed (#
of
months)?

120

2000 Annual Plan Page 10
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expect to
reopen
the list in
the PHA
Plan year?

YES

Does the PHA
permit
specific
categories
of families
onto the

waiting
list, even
if
generally
closed?
NO

C. Strategy for Addressing Needs

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

See Attachment "B",

**for brief Narrative
on Housing Needs
(NJ086b01.doc)**

(1) Strategies

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

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

resources by:

Select all that apply

____ **Employ
effective
maintenance
and
management
policies to
minimize the
number of
public
housing units
off-line**

____ **Reduce
turnover time for
vacated public
housing units**

____ **Reduce time**

to renovate public housing units

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

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

select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based

assistance.

- Other: (list below)

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

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

ct all that apply

Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based

section 8 assistance

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

ct all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

ct all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

ct 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:

check 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

check all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners

outside of areas of poverty /minority concentrations
 Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.79(b)]

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 1 year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance 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**

Planned \$

Planned Uses

1. **Federal Grants (FY 2000 grants)**

- a) Public Housing Operating Fund
- b) Public Housing Capital Fund
- c) HOPE VI Revitalization
- d) HOPE VI Demolition
- e) Annual Contributions for Section 8 Tenant-Based Assistance \$2,580,596
- f) Public Housing Drug Elimination Program (including any Technical Assistance funds)
- g) Resident Opportunity and Self-Sufficiency Grants
- h) Community Development Block Grant
- i) HOME

Other Federal Grants (list below)

2. Prior Year Federal Grants (unobligated funds only) (list below)

3. Public Housing Dwelling Rental Income

4. Other income (list below)

Interest income

4. Non-federal sources (list below)

Developer Funds

COAH Funds

Operating Resources

Total resources \$2,580,596

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing N/A

Options: PHAs that do not administer public housing are not required to complete subcomponent

(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)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

____ Criminal or Drug-related activity

____ Rental history

____ Housekeeping

____ Other (describe)

c. ____ Yes ____ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ____ Yes ____ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ____ Yes ____ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

____ Community-wide list

____ Sub-jurisdictional lists

____ Site-based waiting lists

____ Other (describe)

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

____ PHA main administrative office

____ PHA development site management office

2000 Annual Plan Page 19 Other (list below)

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

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

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

If yes, how many lists?

3. ____ Yes ____ No: May families be on more than one list simultaneously

If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

a. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 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)

2000 Annual Plan Page 22 At an annual reexamination and lease renewal

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- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

income mixing?

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

~~Adoption of rent incentives to encourage deconcentration of poverty and income-mixing~~

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

____ List (any applicable) developments below:

B. Section 8

Options: 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?

2000 Annual Plan Page 24 Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
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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:

Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for extensions must be received prior to the expiration date of the Certificate/Voucher.

Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

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

~~The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted.~~

The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional 60 days.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

X1. 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)

- 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.

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Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Those unable to work because of age or disability - Residents
- Veterans and veterans' families
- 7 Residents who live 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 Involuntary Displacement - Non-Residents
- 5 Those unable to work because of age or disability-Non-Residents

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

- X 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
- X 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
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies N/A

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

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.

(1) Income Based Rent Policies

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

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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:

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
 - d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
 - For the earned income of a previously unemployed household member
 - For increases in earned income
 - Fixed amount (other than general rent-setting policy)
 - If yes, state amount/s and circumstances below:
 - Fixed percentage (other than general rent-setting policy)
 - If yes, state percentage/s and circumstances below:
 - For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)
 - e. Ceiling rents
 1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
 - Yes for all developments
 - Yes but only for some developments
 - No

2. For which kinds of developments are ceiling rents in place? (select all that apply)
 - For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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

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- 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

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

cribe the voucher payment standards and policies.

(1) Payment Standards

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
- Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

cribe the PHA's management structure and organization.

A. PHA Management Structure

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **See Attachment "C"** (NJ086c01.doc)
- A brief description of the management

structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning 2000 | Expected Turnover |
|---|--|--------------------------|
| Public Housing | n/a | |
| Section 8 Vouchers | 144 | 3-5 |
| Section 8 Certificates | 142 | 3-5 |
| Section 8 Mod Rehab | n/a | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | n/a | |
| Public Housing Drug Elimination Program (PHDEP) | n/a | |

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Other Federal Programs(list individually)

n/a

C. Management and Maintenance Policies

the PHA's public housing management and maintenance policy documents, manuals and books 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 and eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)
N/A

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

Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

A. Public Housing

1. Yes No:

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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 N/A

[24 CFR Part 903.79 (g)]

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

Options 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.

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 stability 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.

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

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)

(2) Optional 5-Year Action Plan

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

a. Yes No:

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iding an optional 5-Year Action Plan for the Capital Fund? (if
no, skip to sub-component 7B)

b. If yes to question a, select one:

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

-or-

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

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

licability 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 Development Program Annual Statement.

_____ Yes ___ No:

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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 N/A

[24 CFR Part 903.79 (h)]

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

1. Yes No:

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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.)~~

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**Demolition/Disposition
Activity Description**

1a. Development name:
1b. Development
(project) number:

2. Activity type:
 Demolition

Dispo
sition

3. Application status

(select one)

- Approved
 Submitted,
pending
approval
 Planned
application

4. Date application
approved, submitted, or
planned for submission:

(DD/MM/YY)

5. Number of units
affected:

Coverage of action

(select one)

- Part of the
development
 Total
development

7. Timeline for activity:

a. Actual or
projected
start date of
activity:

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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** N/A

[24 CFR Part 903.7 9 (i)]

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

1. ____ Yes ____ No:

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esignated 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.)

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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:

- Occupancy by
only the
elderly
- Occupancy by
families with
disabilities
- Occupancy by
only elderly
families and
families with
disabilities

3. Application status
(select one)

- Approved;
included in
the PHA's
Designation
Plan
- Submitted,
pending
approval
- Planned
application

4. Date this designation
approved,
submitted, or
planned for
submission:

(DD/MM/YY)

5. If approved, will this
designation constitute a
(select one)

- New Designation
Plan
- Revision of a
previously-approved
Designation Plan?

1. Number of units

affected:
7. Coverage of action
(select one)
 Part of the
development
 Total
development

10. Conversion of Public Housing to Tenant-Based Assistance N/A
[24 CFR Part 903.7 9 (j)]

ptions 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
Appropriatio
ns Act**

1. Yes No:

Have ar

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gible to complete a streamlined submission. PHAs completing
streamlined submissions may skip to component 11.)

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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?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

3. Yes No:
Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

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4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YY YY)

_____ Conversion Plan
approved by
HUD on:
(DD/MM/YY
YY)

_____ Activities
pursuant to
HUD-
approved
Conversion
Plan
underway

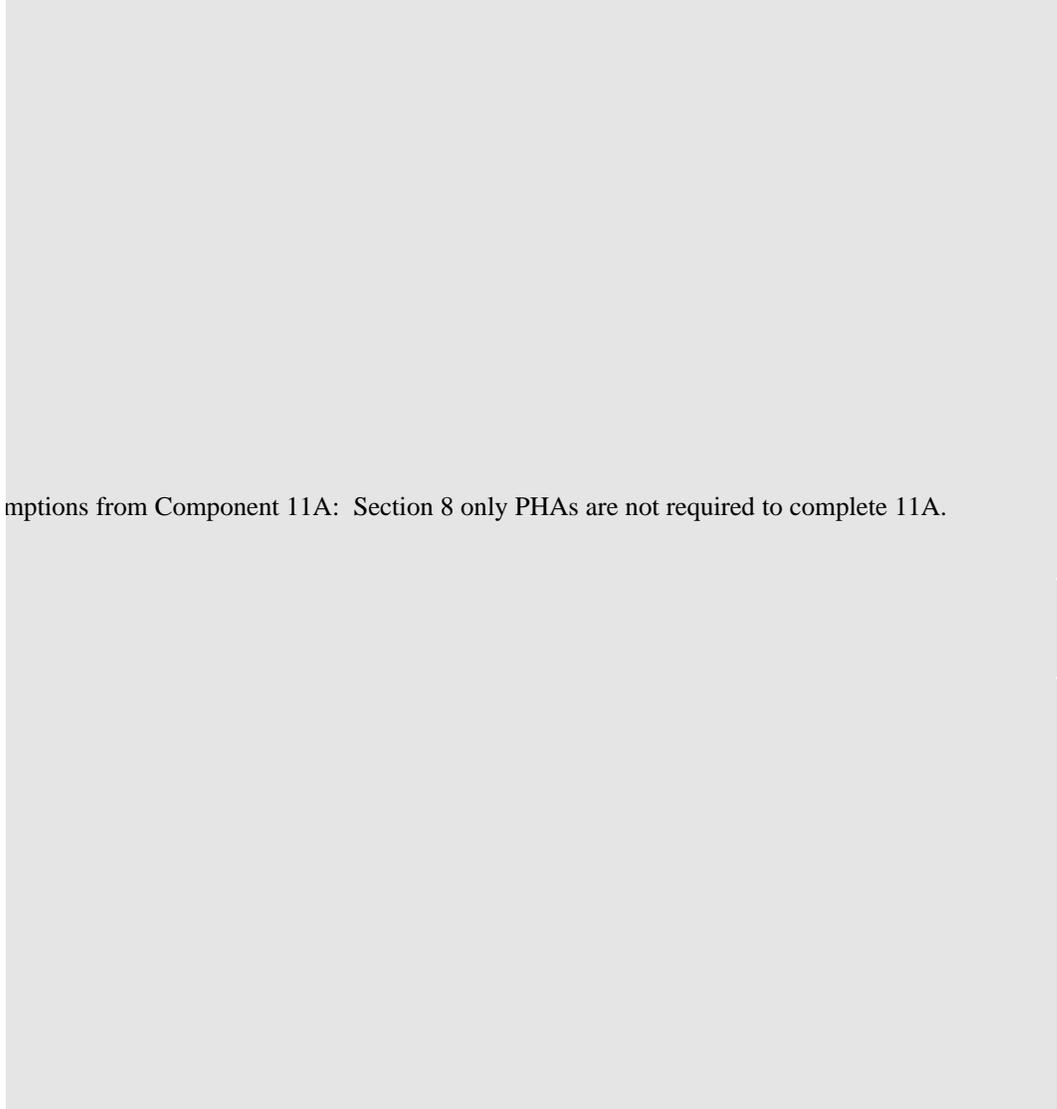
5. Description of how
requirements of Section
202 are being satisfied
by means other than
conversion (select one)

_____ Require
ments no
longer
applicabl
e:
vacancy
rates are
less than
10
percent

- ___ Requirements no longer applicable: site now has less than 300 units
- ___ Other: (describe below)

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

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



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

11.
Homeownership
Programs
Administered by
the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

1. ___ Yes ___ No:

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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:

1b. Development
(project) number:

2. Federal Program
authority:

HOPE I

5(h)

Turnkey III

Section 32 of the
USHA of

1937

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J D 50075 (effective
10/1/99)

3. Application status:
(select one)

Approved;
included in
the PHA's
Homeowners
hip
Plan/Program

Submitted,
pending

_____ approval
Planned
application

4. Date Homeownership
Plan/Program approved,
submitted, or planned
for submission:
(DD/MM/YYYY)

5. Number of units
affected:

6. Coverage of action:
(select one)

_____ Part of the
development

_____ Total
development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

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a. Size of Program

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

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

25 or fewer participants

_____ 26 - 50 participants

_____ 51 to 100 participants

_____ more than 100 participants

b. PHA-established eligibility criteria

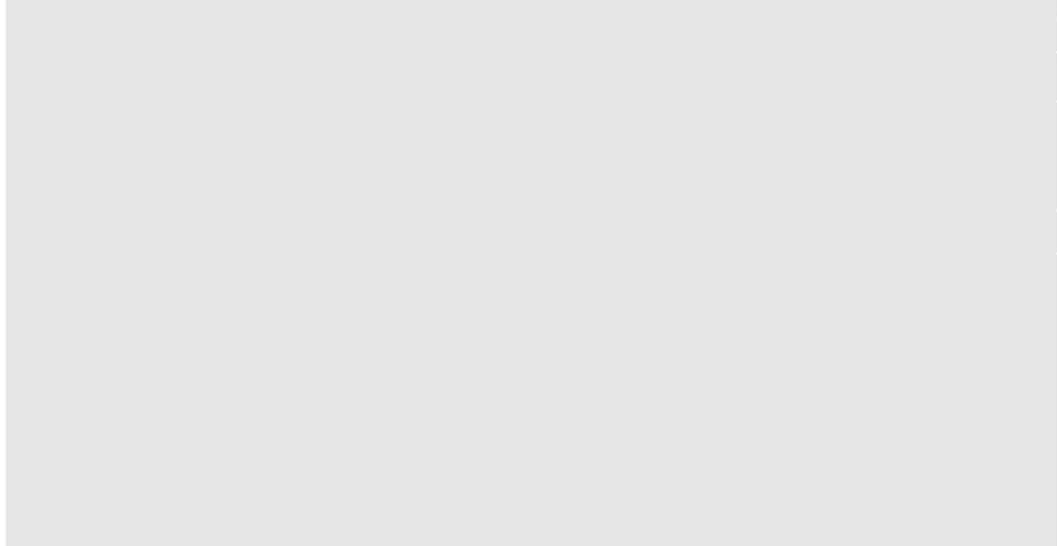
_____ Yes No: Will the PHA's program have eligibility criteria for participation in

its Section 8 Homeownership Option program in addition to HUD criteria?
 If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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



A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:
 ___ Yes X No:

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A
ha

s 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

2000 Annual Plan Page 49
 J D 50075 ~~2. Other coordination efforts between the PHA and TANF agency (select all that apply)~~

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs

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| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
|--|----------------|--|--|---|
|--|----------------|--|--|---|

(2) Family Self Sufficiency program/s

a. Participation Description

**Family Self Sufficiency (FSS)
Participation**

| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
|---------|--|--|
|---------|--|--|

Public Housing

Section 8

25

23 (as of 1/8/99)

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

C. Welfare Benefit Reductions N/A

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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)

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

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

**13. PHA Safety
and Crime
Prevention**

Measures N/A

[24 CFR Part 903.7 9
(m)]

**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

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____ Residents fearful for their safety and/or the safety of their children

____ Observed lower-level crime, vandalism and/or graffiti

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

____ Other (describe below)

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

____ Safety and security survey of residents

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

- ___ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ___ Resident reports
- ___ PHA employee reports
- ___ Police reports
- ___ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ___ Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

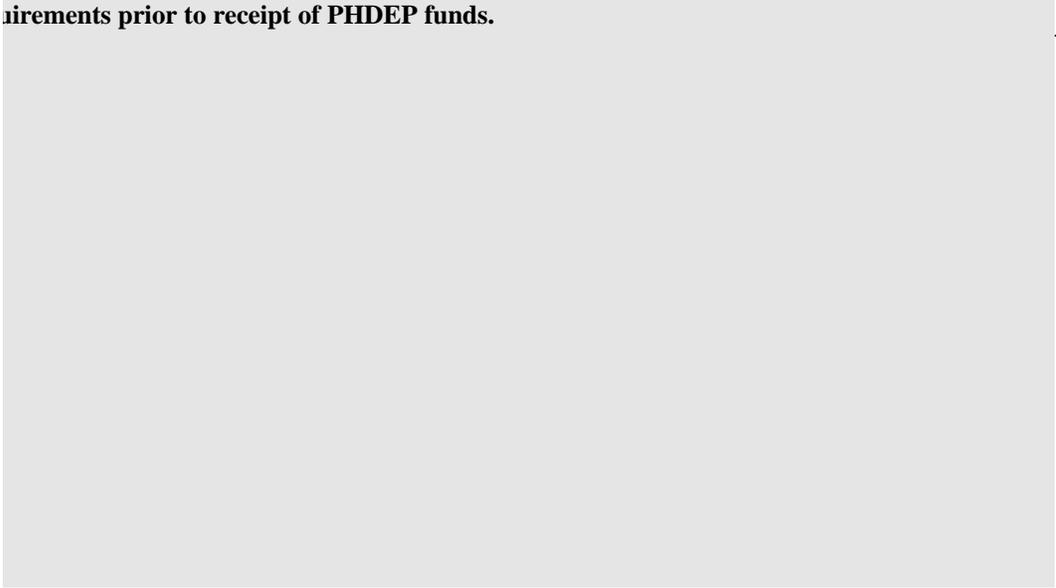
1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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



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

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Options from component 17: Section 8 Only PHAs are not required to complete this component.
Non-performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaged in asset management activities 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?

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2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name) **See Attachment "D"** (NJ086d01.doc)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.

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

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 - Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)

- b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)

- c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

~~Representatives of all PHA resident and assisted family organizations~~

- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) Essex County

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)

See Attachment "E" (NJ086e01.doc)

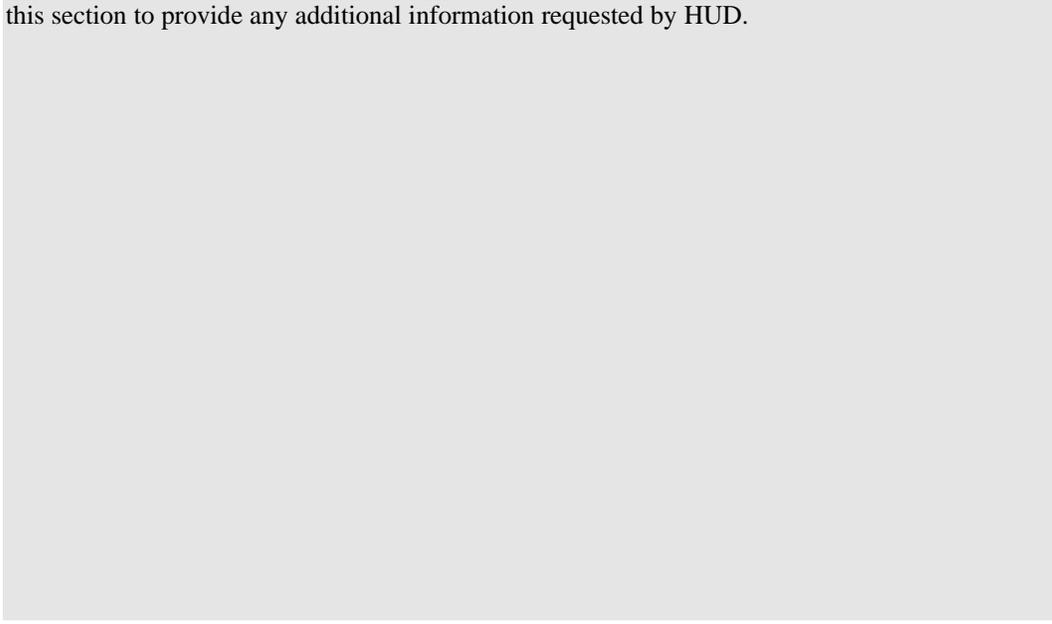
____ Other: (list below)

~~4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
See Attachment "E" (NJ086e01.doc)~~

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D. Other Information Required by HUD

this section to provide any additional information requested by HUD.



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

**IA Plan
ible Library**

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

**Annual
Statement**

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

00 Annual Plan Page 60
50075 Capital
Fund Grant
Number
FFY of
Grant
Approval:
(MM/YYY
Y)

Original
Annual
Statement

N/A

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

- 20 **Amount of Annual Grant (Sum of lines 2-19)**
- 21 Amount of line 20 Related to LBP Activities
- 22 Amount of line 20 Related to Section 504 Compliance
- 23 Amount of line 20 Related to Security
- 24 Amount of line 20 Related to Energy Conservation Measures

Annual Statement

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
|--|---|----------------------------------|----------------------------|

Annual Statement

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

Development
Number/Name
HA-Wide Activities

All Funds Obligated
(Quarter Ending Date)

All Funds Expended
(Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables

| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
|-----------------------|--|---------------------------|-------------------------------|---|-------------------|--|
|-----------------------|--|---------------------------|-------------------------------|---|-------------------|--|

HUD 50075

Total estimated cost over next 5 years

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

HUD 50075

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

Optional Public Housing Asset Management Table

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

Public Housing Asset Management

Development Identification

| Name, Number, and Location | Number and Type of units | Activity Description Capital Fund Program Parts II and III <i>Component 7a</i> | Development Activities <i>Component 7b</i> | Demolition / disposition <i>Component 8</i> | Designated housing <i>Component 9</i> | Conversion <i>Component 10</i> | Home- ownership <i>Component 11a</i> | Other (describe) <i>Component 17</i> |
|-------------------------------------|-----------------------------|---|--|---|---|-----------------------------------|--|--|
|-------------------------------------|-----------------------------|---|--|---|---|-----------------------------------|--|--|

HUD 50075

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

HUD 50075

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

Attachment A

MONTCLAIR HOUSING AUTHORITY AGENCY PLAN --EXECUTIVE SUMMARY--

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

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and/or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5 Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

1. The Authority seeks to implement a new voucher-based Homeownership Program pursuant to Section 8(y) of the U.S.H.A. of 1937 (24 CFR Part 982);
2. The Authority seeks to implement an outreach program to attract new landlords to participate in the Section 8 program;
3. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
4. The Authority seeks to counsel Section 8 tenants as to location of units outside areas of poverty or minority concentration and assist them in locating these units.
5. The Authority seeks to market the Section 8 program to owners outside areas of poverty/minority concentration.