

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

Passaic County Public Housing Agency's Plans
5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**PHA Plan
Agency Identification**

PHA Name: Passaic County Public Housing Agency
401 Grand Street, Suite 514
Paterson, New Jersey 07505

PHA Number: NJ090

PHA Fiscal Year Beginning: January, 2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- 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)

OMB Approval No: 2577-0226
HUD 5010-Res: 03/31/2002

- 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)
Passaic County Clerk to the Board of Chosen Freeholders' Office

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

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 HUD Strategic Goals and objectives as their own, or identify other goals and/or objectives. Whether increasing 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.** safe, and affordable housing.

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.

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers: Apply for maximum amount of units permissible under NOFAs issued by the U.S Dept. of H.U.D.
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities: Enter into cooperative agreements with various social, housing and educational groups, to assist program participants better prepare to face challenges in meeting their housing needs.
- 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: Annually improve SEMAP score.
- Increase customer satisfaction: Make services offered by the Housing Agency more accessible to program participants.
- Concentrate on efforts to improve specific management functions: To oversee and closely monitor HQS inspections for units in the Section 8 Tenant Choice Voucher Program.
- 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: Provide more information on the portability feature of the Section 8 Rental Assistance Program.
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment
Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- 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 housing: To annually increase the number of working families participating in the Section 8 Program.
- Provide or attract supportive services to improve assisted recipients' employability: Utilize the cooperative agreements executed with the various agencies and organizations to provide program participants greater access to services offered within our service area.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Advise, assist and direct all housing discrimination complaints filed with appropriate authorities.
- 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)
N/A

Annual PHA Plan
PHA Fiscal Year 2000
 [24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Passaic County Public Housing Agency's Annual Plan addresses all components applicable ONLY to a Housing Agency managing Section 8 Rental Assistance Programs.

Please refer to the Table of Contents for the components included. Any required components that are not included in this submission are so indicated in the Table of Contents along with the location of the applicable materials and the date submitted to HUD, if required.

In this first year of required submission, the Housing Agency has elected to continue to operate its programs in an efficient, cost effective manner and to explore the options authorized by the QHWRA, e.g., expand the supply of assisted housing. These options will be explored primarily as methods to increase the supply of affordable housing for very low and low-income households within our service area.

Subsequent submissions will include the Housing Agency's plans to pursue these efforts.

The Five Year and Annual Plans were available for review by the public on September 16th, 1999 as noted in the public notice published September 16th, 17th and 18th, 1999. The transcript for the public hearing held on November 4th, 1999, a lists of all individuals in attendance, as well as, a record all of all proceedings, comments and recommendations received from program participants and the general public, is being made part of these Plans. All

comments received are available for review in the Housing Agency's file on the Five and Annual Plan. All comments received have been considered and addressed by the Housing Agency. The Board of Commissioners (Board of Chosen Freeholders) approved the Five Year and Annual Plans for submission to HUD on November 9th, 1999.

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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*** See Administrative Plan (See Attachment "T") ** See Attachment "D"**

cate 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. Required Attachments:
e: If the attachment is provided as a **SEPARATE** file submission from the PHA_x__ Admissions Policy is file, provide the file name in parentheses in the space to the right of the title. for Deconcentration (See Attachment "A")

n/a FY 2000 Capital Fund Program Annual Statement

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

See Attachments "A-H"

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
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
N/A Administering Section 8 Only	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A Administering Section 8 Only	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
N/A Administering Section 8 Only	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A Administering Section 8 Only	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A Administering Section 8 Only	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

N/A Administering Section 8 Only	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A Administering Section 8 Only	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A Administering Section 8 Only	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 Administering Section 8 Only	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A Administering Section 8 Only	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A Administering Section 8 Only	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 Administering Section 8 Only	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A Administering Section 8 Only	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A Administering Section 8 Only	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A Administering Section 8 Only	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 Administering Section 8 Only	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A Administering Section 8 Only	Troubled PHAs: MOA/Recovery Plan	Troubled PHA's
N/A Administering Section 8 Only	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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	11,721	5	5	3	4	4	4
Income >30% but <=50% of AMI	12,266	5	5	3	4	4	4
Income >50% but <80% of AMI	20,028	5	5	3	4	4	4
Elderly	12,682	5	4	3	4	3	4
Families with Disabilities	13,577	5	5	3	5	4	4
Race/White	41,541	5	5	3	4	4	4
Race/Black	14,033	5	5	3	4	5	4
Race/Hispanic	19,229	5	5	3	4	5	4
Race/Other	11,232	5	5	3	4	5	4

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: ____
- U.S. Census data: the Comprehensive Housing Affordability Strategy (CHAS) data set
 ____ 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 one table for each type of PHA-wide waiting list administered by the PHA. PHAs should provide separate tables for site-based or sub-jurisdictional public housing waiting lists, if applicable, at their option.

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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2160	100%	216
Extremely low income <=30% AMI	1404	65%	140
Very low income (>30% but <=50% AMI)	540	25%	54
Low income (>50% but <80% AMI)	216	10%	22
Families with children	1801	81%	90
Elderly families	109	5%	10

Families with Disabilities	193	9%	19
Race/ethnicity	752	35%	75
Race/ethnicity	863	40%	86
Race/ethnicity	520	24%	52
Race/ethnicity	25	1%	3
Characteristics by Bedroom Size (Public Housing Only)			
	N/A Section 8 Only		
1 BR	“		
2 BR	“		
3 BR	“		
4 BR	“		
5 BR	“		
5+ BR	“		
Is the waiting list closed (select one)? No Yes X If yes: B. How long has it been closed (# of months)? 12 months Does the PHA expect to reopen the list in the PHA Plan year? No X Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No X 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 Agency's reasons for choosing this strategy.

**The Passaic County
Public Housing**

Agency's strategy for addressing the housing needs of families within our services area will consist of: increasing the number of units under our program; maintaining and/or increasing the Section 8 lease-up rate; promote the Section 8 Program to owners, particularly those outside of areas of minority and poverty concentration; and, to provide for a better mix of Section 8 participants.

These measures will ensure greater access to affordable housing to program participants. It will also provide for greater housing choice. In addition, these actions will service to expand the housing market to all participants of the Housing Agency.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

select all that apply

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

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

select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities
_____ Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

(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 903.79 (b)]

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

**Financial Resources:
Planned Sources and Uses**

Sources	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	\$6,004,929.00	
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)		
4. Non-federal sources (list below)		
Total resources	\$6,004,929.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) Eligibility

N/A - (ADMINISTERING SECTION 8 ONLY)

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

_____ Other (list below)

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

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

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

If yes, how many lists?

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

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

_____ PHA main administrative office

_____ All PHA development management offices

_____ Management offices at developments with site-based waiting lists

_____ At the development to which they would like to apply

_____ Other (list below)

(3) Assignment

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

_____ One

_____ Two

_____ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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**)

N/A ADMINISTERING SECTION 8 ONLY

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 greater than 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's resident lease
 - The PHA's Admissions and (Continued) Occupancy policy
 - PHA briefing seminars or written materials
 - Other source (list)
- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- At an annual reexamination and lease renewal
 - Any time family composition changes
 - At family request for revision
 - Other (list)

(6) Deconcentration and Income Mixing

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

*Criminal or drug-related activities; previous tenant history; if a former program participant in the Section 8 Rental Assistance Program, standing with previous Housing Agency.

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)
- Compliance with provision of lease agreement; maintenance of unit; timely payments of tenant rent portion; destruction of property; disturbing of neighbor's peace and tranquility, and other relevant information.

(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:

An extension could be granted if family can demonstrate they have been actively searching for a suitable unit, without any success. Also, extensions will be considered for handicapped and/or disable families/individuals having difficulties finding suitable housing.

(4) Admissions Preferences

- a. Income targeting

x 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 sub-component **(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 greater than 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (d)]

A. Public Housing

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

N/A -

(ADMINISTERING SECTION 8 ONLY)

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policies for public housing using, including discretionary (that is, not required by statute or regulation) income regards 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:

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
- 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

Options: 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 (1) Payment Standards vouchers, and until completely merged into the voucher program, certificates).**

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) N/A

- 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 sub-market
 - Other (list below)

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or sub-market
 - 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)]

N/A - (ADMINISTERING SECTION 8 ONLY)

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

A. PHA Management

Structure

Describe the PHA's management structure and organization. (select one)

- An organization chart showing the PHA's management structure and organization is attached. (See Attachment "B")
_____ 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.)

	Units or Families Served at Year Beginning	Expected Turnover
	N/A	
	486	
	273	
	N/A	
	N/A	
	N/A	
	N/A	

C. Management and Maintenance Policies

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

N/A - (ADMINISTERING SECTION 8 ONLY)

(2) Section 8 Management: (list below)

Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

N/A - (ADMINISTERING SECTION 8 ONLY)

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

N/A - (ADMINISTERING SECTION 8 ONLY)

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHA's are not required to complete component and may skip to Component 8.

Activities

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

Statement

A. Capital Fund

(1) Capital Fund Program Annual

ing parts I, II, and III of the Annual Statement for the Capital Fund Program (P), identify capital activities the PHA is proposing for the upcoming year to ensure 5-term physical and social viability of its public housing developments. This ____ Select one: The Capital Fund Statement can be completed by using the CFP Annual Statement tables provided in the ____ Annual Statement is e library at the end of the PHA Plan template **OR**, at the PHA's option, byed as an attachment to the Plan at Attachment (state name) completing and attaching a properly updated HUD-52837.

-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

encies are encouraged to include a 5-Year Action Plan covering capital work items. s statement can be completed by using the 5 Year Action Plan table provided in the a. ____ Yes ____ No: Is the PHA providing an optional 5-Year Action Plan for the e library at the end of the PHA Plan template **OR** by completing and attaching a perly updated HUD-52834.

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 PHA's administering public housing. Identify approved HOPE VI and/or public housing development or replacement activities 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

N/A - (ADMINISTERING SECTION 8 ONLY)

[24 CFR Part 903.79 (h)]

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

1. Yes No:

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

2. Activity Description

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

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)]

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

N/A -

(ADMINISTERING SECTION 8 ONLY)

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.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

N/A -

(ADMINISTERING SECTION 8 ONLY)

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.

ct one)
oved:)
:
oved:)

Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1977

Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1977

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

N/A -

(ADMINISTERING SECTION 8 ONLY)

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

B. 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:

N/A (At present time no plans to implement a homeownership program.)

a. Size of Program (N/A)

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 903.79 (1)]

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? **03/08/99**

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- _____ Public housing rent determination policies
- _____ Public housing admissions policies
- _____ Section 8 admissions policies

a. Participation Description

	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 10/31/99)
	N/A	
	127	92

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 - (ADMINISTERING SECTION 8 ONLY)

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 U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

N/A - (ADMINISTERING SECTION 8 ONLY)

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

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

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

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

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

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

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

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

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

___ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

___ Crime Prevention Through Environmental Design

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

___ Volunteer Resident Patrol/Block Watchers Program

___ Other (describe below)

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

C. Coordination between PHA and the police

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

___ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

___ Police provide crime data to housing authority staff for analysis and action

___ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

___ Police regularly testify in and otherwise support eviction cases

___ Police regularly meet with the PHA management and residents

___ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

___ Yes ___ No: Is the

PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

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

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

N/A - (ADMINISTERING SECTION 8 ONLY)

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.

See Attachment "D"

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)?

See Attachment "H"

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

N/A -

ADMINISTERING SECTION 8 ONLY

- 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 (comments from Resident Advisory Board) (See Attachment "C")
 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 any times as necessary).

1. Consolidated Plan

jurisdiction: (provide name here)

Township of Wayne; State of New Jersey {See Attachments E-1 & E-2 (Certifications by Officials)}

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.

 x Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- To provide safe, decent and affordable housing to residents of the County of Passaic.

- To promote and ensure equal housing opportunities to all residents living within the Housing Agency's service area.

_____ Other: (list below)

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

Letters of support to be attached

D. Other Information Required by HUD

this section to provide any additional information requested by HUD.

See Attachments

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

AT

TACHMENTS
(NJ090V1)

- 1) Attachment "#A = Resolution on Agency's Deconcentration Policy
- 2) Attachment "B" = Table of Organization
- 3) Attachment "C" = Comments of Resident Advisory Board
- 4) Attachment "D" = PHA Plan Certifications
- 5) Attachments "E-1 & E-2" = Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- 6) Attachments "F-1 & F-2" = Cooperated Agreements with TANF & other Social Service Agencies
- 7) Attachment "G" = FSS Action Plan
- 8) Attachment "H" = Audit Report
- 9) Attachment "I" = (Administrative Plan)
- 10) Attachment "J" = (Transcript of Public Hearing on Agency's Annual and Five Year Plan)

**PHA Plan
Table Library**

**Component 7
Capital Fund**

**Program Annual Statement
Parts I, II, and II**

N/A - ADMINISTERING SECTION 8 ONLY

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

Line No.	Summary by Development Account	Total Estimated
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	

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			Estimat Cost

Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

N/A - ADMINISTERING SECTION 8 ONLY

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

Public Housing Asset Management							
Development Classification	Activity Description						
Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Developmen t Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designate d housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownersh ip <i>Component 11a</i>	
