

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Passaic

PHA Number: NJ 013

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

The mission of the Housing Authority of the City of Passaic is to provide decent, safe, and sanitary housing and the highest level of service to eligible families and individuals in a manner which maintains the public trust.

In carrying out its mission, the Housing Authority of the City of Passaic is committed to:

- Cooperation and respect for residents and employees.
- Cooperative and respectful relationships with the public, community organizations, and other local government agencies and departments.
- Providing an environment to encourage educational economic and recreational opportunities.
- Adopting community-building principles to assist residents in moving permanently to a better economic situation.
- Exhibiting pride in maintaining home and surroundings.

Doing the above in the spirit of all civil rights and nondiscrimination laws and regulations and affirmatively furthering fair housing opportunities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY**

ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

ANNUAL AND FIVE YEAR GOALS

1. Increase assistance to more families:

Section 8 Program Assistance

Year:	2001	2002	2003	2004	2005
% of allocation:	98%	99%	99.5%	99.5%	99.5%

Public Housing

Occupancy:	98.5%	99%	99%	99%	99%
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Decrease Unit

Turnaround

(no. of days):	20	15	10	10	10
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2. Develop Ownership/Affordable Rental Housing:

No. of units:	8	10	15	25	25
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3. Decrease response time to complete work orders generated by:

Residents

Days:	25	15	10	5	5
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Annual Inspections

Days:	30	20	20	20	20
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Emergency

Days:	1	1	1	1	1
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4. Promote resident volunteerism/responsibility:

Increase efforts to create more viable resident councils.
 Change attitudes, promote partnership with residents.
 Increase resident involvement.
 Teach responsibility.
 Develop resident empowerment.
 Improve level of trust between residents and management.

Year:	2001	2002	2003	2004	2005
Resident Volunteers:	20	30	40	50	50
Survey Approval Rating (%):	80%	90%	90%	90%	95%
Attendees at Resident-wide mtgs:					
% of unit representation by development	12%	15%	20%	20+%	30%
Create & Support Resident Mgmt Org./ Resident Businesses:	2	2	3	3	3

5. Improve Image of PHA:

% of Graffiti Removal within 24 hours:	98%	98%	98%	98%	98%
Cleanliness of Common Areas:	100%	100%	100%	100%	100%
Improve/up keep of landscaping through Annual Action Plan:					

% of Plan Implemented:	90%	95%	100%	100%	100%
Increase after-school prog. participation:	40%	10%	5%	5%	5%

6. Improve Security:

Year:	2001	2002	2003	2004	2005
Increase drug arrests:	7	10	10	10	10
Increase drug evictions:	5	6	8	10	10
Impose fines for vandalism/dog owner violations/etc. per policy (attached):	40	60	70	80	100

7. Reduce Operating Costs:

% reduction:	1.5%	1%	.5%	0%	0%
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8. Obligate Outstanding Comprehensive Grant Program Funds:

Obligate funds within 2 yrs. of grant year:	100%	100%	100%	100%	100%
Expend Comp. Grant funds within 3 yrs:	100%	100%	100%	100%	100%

9. Target working families for occupancy:*

% of new rentals:	50%	50%	50%	50%	50%
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* Consistent with Admissions & Occupancy Policy.

10. Seek other sources of funding:

No. of applications to funding sources not presently made by HACP:	2	2	3	3	3
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Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

This Annual Plan provides a fiscal year 2001 Capital Fund budget and fiscal year 2001 Drug Elimination budget. The Housing Authority has revised its 1998, 1999 and 2000 Capital Fund budgets to provide funding for new roofs at Vreeland Village and Miller Apts and bathroom renovation at Speer. Village Apts estimated to cost \$1.2 million. Other Capital Fund projects include kitchen cabinet replacement at Chestnut Gardens, new stairwell doors at Speer Village Apts, new mailboxes and hallway renovations at Vreeland Village and balcony renovations at Hecht and Murphy Apts. The Housing Authority is also readying documents for bidding the lead based paint abatement in units vacated at Speer Village and Vreeland Village. Capital Budget revisions were also made to fund specially-designed air-conditioning brackets at Speer Village Apts. Design plans for similar air-conditioning brackets for Vreeland Village are underway.

The Housing authority is adopting a pet policy at family developments to comply with new HUD regulations permitting pets at family developments.

A resident was appointed to the Board of Commissioners in late 1999 bringing the Housing Authority into compliance with HUD's regulation that at least one resident commissioner comprise the Board.

The Housing authority's Resident Council will be working with the New Jersey Association of Public and Subsidized Residents under ROSS grant to develop resident leadership skills and improve the capacity of the Resident Councils. It is hoped this initiative will foster greater involvement and participation by the Resident Councils in the operations of the Housing Authority.

Section 8 Program:

A Resident Advisory Board was established in 1999 with 20 Section 8 Program participants who responded to an outreach letter sent to all Section 8 residents. The Advisory Board reviewed the revised Section 8 Administrative Plan which was adopted by the Board of Commissioners. The Advisory Board was provided an opportunity to make suggestions to the Plan this year but only one member appeared at two scheduled meetings to discuss the Annual Plan for 2001. It will be the goal of the Housing Authority to attain a 97% rent up in 2001 and 98% in 2002.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration
- B 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:

- C PHA Management Organizational Chart
- D FY 2001 Capital Fund Program 5 Year Action Plan
- E Public Housing Drug Elimination Program (PHDEP) Plan
- F Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	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, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4402	5	5	5	2	5	NA
Income >30% but <=50% of AMI	2776	5	5	3	2	5	NA
Income >50% but <80% of AMI	1772	3	3	3	2	3	NA
Elderly	2592	3	4	3	2	0	NA
Families with Disabilities	670	3	3	2	1	NA	NA
White	7443	NA	NA	NA	NA	NA	NA
Black	2987	NA	NA	NA	NA	NA	NA
Hispanic	7202	NA	NA	NA	NA	NA	NA
Asian/Pac. Island	966	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,294		80
Extremely low income <=30% AMI	*		
Very low income (>30% but <=50% AMI)	*		
Low income (>50% but <80% AMI)	*		
Families with children	474	37%	

Housing Needs of Families on the Waiting List			
Elderly families	806	62%	
Families with Disabilities	Info. Not available		
Race/ethnicity	Info. Not available		
Race/ethnicity	“ “ “		
Race/ethnicity	“ “ “		
Race/ethnicity	“ “ “		
* Waiting list not currently organized to provide this information.			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	763	59%	
2 BR	275	21%	
3 BR	141	11%	
4 BR	15	01%	
5 BR	-		
5+ BR	-		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 72			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	490	100	120
Extremely low income <=30% AMI	*		

Housing Needs of Families on the Waiting List

Very low income *

(>30% but <=50%

AMI)

Low income *

(>50% but <80%

AMI)

Families with children *

Elderly families *

Families with *

Disabilities

Race/ethnicity *

Race/ethnicity *

Race/ethnicity *

Race/ethnicity *

* Waiting list not currently organized to provide this information.

Characteristics by

Bedroom Size (Public

Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 72

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

Through a not-for-profit CHODO the HA is constructing 4 units of ownership housing with each unit comprising one rental unit with HOME funds. The Housing Authority applied for 300 Section 8 rental-based units in 1999.

(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)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	2,005,455	Operations
b) Public Housing Capital Fund	1,530,233	Capital Improvements
c) HOPE VI Revitalization	- 0 -	
d) HOPE VI Demolition	- 0 -	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,887,250 est.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	160,456	Public Housing/Sec 8 Drug prevention/ Contracted police
g) Resident Opportunity and Self-Sufficiency Grants	- 0 -	
h) Community Development Block Grant	- 0 -	
i) HOME	- 0 -	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
DEP 1998	54,092	Self-sufficiency
DEP 1999	153,958	Coordinator
CGP 1998	594,812	Physical & Mgmt.
CGP 1999	1,402,418	Improvements
Capital Fund 2000	1,530,233	
3. Public Housing Dwelling Rental Income		
	2,035,210	Public Housing
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Passaic General Hospital		Parenting Program
Parenting Grant	14,000	
Total resources	19,368,117	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (60)
- When families are within a certain time of being offered a unit: (6 months)
- 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) Senior citizen and family listed on separate lists.

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)
- Transfers and new admissions are implemented in effort to provide 50% of available units to each group. See Admissions and Occupancy Policy, page 23.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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:

- All family developments.

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:

- Speer Village, Chestnut Gardens, and Vreeland Village

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

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

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

Waiting list closed since 1994.

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 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

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)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- See page 79 of Agency Plan.

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **None at present.**

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

- 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)
 - HA will undertake a market survey to determine flat rents within next 60 to 90 days.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Housing Authority is organized with a Director of Management and Operations and Finance Director reporting to the Executive Director who reports to a seven member Board of Commissioners. Security and personnel, also report directly to the Executive Director. Public Housing and Section 8 administration (interviews, certifications, inspections) and public housing property management are separate departments reporting to the Director of Management and Operations.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover Per Year
Public Housing	699	44
Section 8 Vouchers	199	20
Section 8 Certificates	1111	120
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	539	37
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- Public Housing Maintenance and Management: (list below)
- Public Housing Admissions and Occupancy Policy.
- Agency Policies and Procedures.

- (2) Section 8 Management: (list below)
- Section 8 Administrative Plan.

1. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ 13-1	Speer Village Apts.	9	2.3	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
LBP Abatement			600,000	2002
Window Replacement			600,000	2004
Radiator Repl. & Insulate Risers			200,000	2002
Flooring			100,000	2002
Common Area Electrical Upgrade			100,000	2003
Landscaping/Site Work			250,000	2002
Common Area Improvements			400,000	2002

Domestic Hot Water Boiler Repl. Heat Control Device for Radiators	50,000 100,000	2003 2004
Total estimated cost over next 5 years	2,400,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 13-4	Hecht/Murphy Apts.	3	3
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Sitework/Landscaping		200,000	2002
Common Area Improvements		150,000	2002
Build Second Elevator		750,000	2004
Air Condition for Common Areas		50,000	2003
Total estimated cost over next 5 years		1,150,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 13-8	Miller Apts.	1	3
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Common Area Imp (Carpeting Rec. Room)		100,000	2002
Landscaping/Sitework		100,000	2002
Apartment Improvements		100,000	2002
Carpeting			
Windows			
Sub-Flooring			
Total estimated cost over next 5 years		300,000	

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

		Units	
	PHA Wide	NA	NA
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Automation		80,000	2002
Resident Training		60,000	2002
Security		200,000	2002
Stoves/Refrigerators		90,000	2002
Staff Training		40,000	2002
Consulting/A&E		200,000	2002
Administration		600,000	2002
Total estimated cost over next 5 years		1,270,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 13-2	Vreeland Village Apts.	5	4.3
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
LBP Abatement		150,000	2002
Landscaping/Sitework		150,000	2002
Window Replacement		200,000	2004
Common Area Improvements		200,000	2002
Flooring		150,000	2002
Dwelling Unit Improvements (closet doors, apt. doors, shower enclosure doors, etc.)		150,000	2003
Total estimated cost over next 5 years		1,000,000	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ 13-10	Chestnut Gardens	4	5.7	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Flooring				
Landscaping/Sitework			200,000	2002
Washer/Driers in Laundry			200,000	2002
Redesign 234 Chestnut St for Resident Council Office			20,000	2002
Hot Water Replacement			100,000	2002
Roof Replacement			10,000	2002
			200,000	2004
Total estimated cost over next 5 years			520,000	

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

application (date submitted or approved:)
 Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
 Requirements no longer applicable: vacancy rates are less than 10 percent
 Requirements no longer applicable: site now has less than 300 units
 Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

- Section 8 admissions policies
 - Preference in admission to section 8 for certain public housing families
 - Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 - Preference/eligibility for public housing homeownership option participation
 - Preference/eligibility for section 8 homeownership option participation
 - Other policies (list below)
- Public Housing Admissions and Occupancy Policy – Section II: Community Service and Self Sufficiency Requirements (page 34).

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				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 8 Self</i>	<i>24</i>	<i>Open to all</i>	<i>Self Sufficiency</i>	<i>Section 8</i>
Self Sufficiency			Coordinator	
Program			(52 Aspen Pl.)	

(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	300	Program beginning
Section 8	84	24

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

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

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

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

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

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

- Which developments are most affected? (list below)

- Speer Village
- Vreeland Village
- Chestnut Gardens

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)
 - Paid Resident Monitors.

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

- Speer Village
- Vreeland Village
- Chestnut Gardens

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)

- Which developments are most affected? (list below)

- Speer Village
- Vreeland Village
- Chestnut Gardens

D. Additional information as required by PHDEP/PHDEP Plan

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

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

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

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

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant **\$ 160,456.00**

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R_X_____

C. FFY in which funding is requested FFY 2001_____

- Executive Summary of Annual PHDEP Plan

The Passaic Housing Authority's PHDEP 2001 application combines community policing law enforcement with training and youth activities to decrease crime, drug abuse, vandalism and other anti-social behavior. Other goals are increased resident involvement, community awareness, and improved educational skills through programs that reinforce positive behaviors.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Chestnut Gardens	70	220
Alfred Speer Village	384	1218

Vreeland Village	116	348
Harry Hecht Apts.	50	66
Maurice Miller Apts.	30	38
John J. Murphy	50	72

F. Duration of Program

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

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	250,000	NJ39DEP01395	0		
FY 1996	0	NJ39DEP01396	-----	-----	-----
FY 1997	210,000	NJ39DEP01397	0		12/31/97
FY1998	210,000	NJ39DEP01398	54,092		12/31/00
FY 1999	153,958	NJ39DEP01399	153,958		12/31/01
FY 2000	160,456	NJ39DEP01300	160,456		12/31/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

The Housing Authority of the City of Passaic will use a comprehensive and coordinated security and coordinated security and image enhancing training program to reduce drug-related crime. We will continue with the Passaic Housing Community Police Unit and resident patrols to provide enhanced security. We will also continue with our economic development and youth oriented programs to help our residents become more self sufficient and drug free. The PHA will continue to strengthen its partnership with local and state agencies to monitor, evaluate, and enhance its resident programs. Several PHDEP initiatives have been enhanced with the

financial as well as technical support of these partnerships, for example, computer classes for adult residents, youth workshops, and parenting classes. The internship program has been increased in this year's submission. The program has proven very beneficial to resident youth as they improve their skills and become familiar with the business environment. The Housing Authority also benefits from the work performed by the interns.

B. PHDEP Budget Summary

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

FY_2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	75,000
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	
9170 - Drug Intervention	85,456
9180 - Drug Treatment	0
9190 - Other Program Costs	0
TOTAL PHDEP FUNDING	160,456

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$75,000.00	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Contract with city for officers to provide following activities:							
1. Building and stairwell checks			1/1/01	12/31/01	75,000	225,000 Section 8 Reserves	Increase evictions
2. Walking patrols							Increase arrests
3. Provide anti-criminal workshops/seminars for tutorial and teen programs							Decrease vandalism Decrease crime
4. Develop partnerships with resident councils							

9120 - Security Personnel						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.					0		
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators

1.							
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.							
2.							
3.							

9150 - Physical Improvements						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.							
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$85,456	
Goal(s)							
<ul style="list-style-type: none"> - Decrease illegal drug experimentation and other criminal activities. - Improve attitude towards scholastic achievements. - Assist and encourage youth to make positive choices. - Increase referrals for those seeking assistance in addressing educational, illegal substance abuse and family concerns. 							
Objectives							
<ul style="list-style-type: none"> - Increase number of resident youth completing high school and enrolling in college. - Increase youth participation in positive, healthy activities. - Motivate and encourage youth to rebuke illegal drug and other criminal participation. 							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. College Scholarships	10	Ages 18 – 21	June 2001	June 2001	5,000		Selection by Guidance Counselors

2. College Tour	15	Ages 12 – 18	April 2002	April 2002	5,250		Remain in school. Graduation (if seniors). Enrollment in college. Grade improvement.
3. Sports/Anti Drug Camp	125	Ages 5 – 18	July 2001	July 2001	5,738		Grade improvement, participation in organized sports, attitude
4. Sponsorship in Teams/Leagues	160	Ages 5-17	April 2001	April 2002	5,000		Same as above
5. Resident Youth Intern Program	13	Ages 16-24	Sept. 2001	June 2002	64,468		Remain in school, school attendance, graduation (if possible) enrollment in college job readiness, attitude/criminal activities.

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							

Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	18,750.00	18,750.00	37,500.00	75,000.00
9120				
9130				
9140				
9150				
9160	21,364.00	21,364.00	42,728.00	85,456.00
9170				
9180				
9190				
TOTAL	40,114.00	40,114.00	80,228.00	160,456.00

Section 4: Certifications

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 0
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) Attachment F
- Provided below:

RESIDENT ADVISORY BOARD

ALFRED SPEER VILLAGE

Comments:

- Upgrade playgrounds and install more swings.
- Install new benches, including the patios.
- Upgrade laundry room with air conditioners
- Upgrade service of elevators
- Ban all dogs from family development.
- Remodel bathrooms.
- Install new lobby doors.
- Change tile of lobby – very slippery.
- Install more security cameras.
- More lighting on the baseball field.
- Waterlogged walls need to be maintained.
- Radiators need to be replaced.
- Have public telephones on the patio.
- Eliminate roaches and mice.

- Trim trees.
- Recreation Center:
 - Install new doors and locks.
 - Carpeting around poles and walls needs to be cleaned and fixed.

RESIDENT ADVISORY BOARD

CHESTNUT GARDENS

Comments:

- Include in Drug Elimination Grant Application -- award ceremonies for children's achievements and scholarships for high school seniors.
- Training Programs for youth and adults.
- Landscaping maintenance program needed.
- New washer and dryer.
- Convert present children's playground into a basketball court.
- Install more benches.
- Install swings.
- Convert sitting area in front of 288 Chestnut St. into children slides.
- Redesign 234 Chestnut Street Recreation Room to create office space for Resident Council use.
- Install new floors.
- Exterminate – red ants, water bugs, and pests.
- Screen for windows and doors.
- Install new cabinets.
- Policy allowing temporary stay of visitors and allowing them to participate in HACP recreational and other activities.
- Monitoring of Gas and Electric charges to insure residents are not being overcharged.
- More maintenance staff needed for emergency calls.
- Trim trees.

RESIDENT ADVISORY BOARD

VREELAND VILLAGE

Comments:

Ongoing Projects:

- Hallways need painting.
- Laundromat needs tables, pushcarts, and benches.
- Playground turf needs to be replaced.
- Fix and paint outside tables with chairs.
- Replace windows (hallways and apartments).
- Cover pipes.
- Railings need to be replaced by 226 Sixth Street.
- Parking Lots:
 - Place "Speed Limit" signs.
 - Place "Resident Parking Only" signs.
 - Lots need to be repaved.
- Proper installation of air conditioner brackets.
- Possible tent between 203/221 backyard.
- Hire another Building Maintenance Worker.

Capital Projects:

- Replacement of apartment doors.
- Playground Equipment.
- Replace Mailboxes.
- Outside Grills.
- Apartment floor tiles need to be changed (convert to wood floors).
- Closet doors for closets.
- Larger numbers in front of buildings in colorful letters.
- Shower enclosures in bathrooms (doors).

Annual Plan:

To have another resident serve on the Board of Commissioners.

**RESIDENT MEETING
ON
AGENCY PLAN

MURPHY APARTMENTS

AUGUST 24, 2000**

Items/improvements suggested by residents for their building were:

- New carpet in lobby.
- Image on closed circuit T.V. security is poor during the day.
- Master antenna needs to be repaired.
- Would like more public transportation. The 702 bus runs every 1 ½ hours and does not follow schedule.
- Need more security late at night – 2:00 – 2:30 a.m. Some persons felt there was sufficient security.
- Need new washers in laundry room. The driers are O.K.
- Apartment door security viewers should be lowered.
- Need new screens (rubber piece on top half of screen has slipped from its position).
- Build a second elevator.

**RESIDENT MEETING
ON
AGENCY PLAN**

HECHT APARTMENTS

AUGUST 24, 2000

Items/improvements suggested by residents for their building were:

- Number one issue is security, especially between 11:00 p.m. and 5:00 a.m.
- Gate for the parking lot.
- Lower the security viewers in apartment entrance doors.
- Build a second elevator.
- Look at front entrance steps with view to reduce number of steps.
- Need more chairs (15) with padding.

Vicki Green, Housing Manager, noted that five new tables had been ordered for the community room.

**PUBLIC HOUSING
RESIDENT ADVISORY BOARD
MEETING**

OCTOBER 10, 2000

The Resident Advisory Board met to review the 5 year Capital Plan and attachments to the Annual Plan. There were no comments with respect to these items.

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:

Added college scholarship to 2001 DEP application.

Other: (list below)

- At Chestnut Gardens, the Housing Authority will seek to create larger office and meeting space for the Resident Council. HA will also seek to improve laundry facility by including two larger-sized driers and two larger washing machines.

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

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

1. Consolidated Plan jurisdiction: (City of Passaic)

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)

Construction of four two-family affordable houses has begun and should be completed by November 2000 by the Passaic Affordable Housing Corporation which is supported by the HA.

- Other: (list below)

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

HOME funding to the Passaic Affordable Housing Corporation.

D. Other Information Required by HUD

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

Attachments

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

Implementation of Public Housing Resident Community Service Requirements (Required Attachment)

The Housing Authority will implement the Community Service at the time of recertification. At that time, a review of all family members eighteen and over will be evaluated to determine the applicability of the community service requirement. Unless exempt by 24 CFR 960.603 each adult must contribute 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month. Staff will provide a list of possible organizations to residents to perform volunteer service, but service at those organizations will be at the discretion of the resident. The resident will be required to submit a monthly verification form to the Housing Authority confirming that the service was performed.

Pet Policy (Required Attachment)

The Housing Authority has had a pet policy for Senior Citizen developments since 1992. On September 20th, the Housing Authority's Board of Commissioners approved a pet policy for family developments. The policy was recently translated to Spanish and was sent to residents for 30-day comment before it is adopted by the Board and becomes an attachment to the Lease Agreement. A summary of the policy includes the following:

- . All dogs will be required to be registered, tagged, and licensed by the City of Passaic prior to being approved by the Housing Authority. Proof to be submitted to management office and will be kept in resident folder. Residents will be required to submit yearly validations of registration. At said time the dog will be issued a Housing Authority tag for identification purposes only.
- . No vicious dogs (as defined by the City Ordinance) are allowed on Housing Authority property.

- . Owners must curb dog and remove feces deposited by dog to a waste container in areas designated at their development. (See attached map.)
- . No dogs registered after the effective date of this policy may weigh more than 20 lbs. at maturity.
- . Cats, birds, fish and other such pets are permitted. Any other type of animal that may jeopardize the safety and well being of residents will be banned.

5 Year Plan Goals Progress Report (Required Attachment)

The Housing Authority's Section 8 Program, after decreasing in percentage of allocation in March and April to below 92% has increased steadily to 94.4% in September. An allocation goal of 97% for the Section 8 Program in 2000 was not reached but the direction to increase assistance has been maintained for two quarters, having fallen to its lowest level in March at 91.69%.

The public housing vacancy rate has been between 3–4% for most of the year. We will not have a final percentage until the end of the year but we could estimate a 3% vacancy rate if we remove vacant units for lead paint abatement and apartment units remaining vacant due to live-in superintendents leaving their positions.

The Passaic Affordable Housing Corporation has begun construction of eight units of affordable housing on Third Street. The units should be completed by December 1st. This will be the first new housing construction in the area in over 30 years.

The Public Housing Resident Advisory Board and Resident Councils have a demonstrable increase in attendance with over 25 resident volunteers working on the Resident Councils to create viable organizations. Resident-wide meetings have not resulted in the 10% goal for 2000, but the meetings, held quarterly by the Housing Authority, have provided an opportunity to discuss issues and problems that may not have been addressed through normal channels.

It is somewhat subjective to evaluate the Housing Authority's image in terms of graffiti removal, cleanliness, upkeep of landscaping but it seems apparent that graffiti has been removed at a greater rate than in the past; however, this area needs improvement, especially at Vreeland Village and Chestnut Gardens. It should be noted that nothing of the new landscaping plan was accomplished to date. This is an area which needs focus since it significantly impacts the Housing Authority's image.

There were three drug arrests so far this year while the goal was five. There have not been any drug-related evictions.

One application was made for Section 8 vouchers which was approved for 124 vouchers (20% disabled).

The goal to target working families has been met.

Because of technical problems with our work order system, we do not have statistics on work order response time. The work orders are generated by computer but response time is maintained manually. Staff has been directed to calculate the response time and a report will be made available at year end.

Unit turnaround reports are presently incomplete and will be made available as soon as they are completed.

The operating budget expenditure calculation as of September 30th indicates a 10% increase over 1999 for the same period; however, there are a number of variables including certain repairs that should be billed to the Capital Fund, contract fees for 1999 that were paid in 2000, and an additional pay period for administrative salaries in 2000. The increased costs also reflect a \$23,000 increase of 85% (from 27,000 in 1999 to 50,000 in 2000) for general repairs materials. The Housing Authority will analyze the expenditures for 2000 at year end to compare same with 1999 to obtain a better measure of the year to year expenditures. Total expenditures for FY 2000 as of September 30th are below budgeted amounts.

The 1999 Public Housing Assessment System advisory score was 72.9.

**Resident Membership of the PHA Governing Board
(Required Attachment)**

Dianne M. Thomas

Appointed by the City of Passaic City Council

Tenure – 11/30/99 to 11/29/04

**Membership of Public Housing Resident Advisory Board
(Required Attachment)**

- | | | | |
|----|-------------------|----|---------------|
| 1. | Angerlener Austin | 6. | Robin Miller |
| 2. | Lyvette Brown | 7. | Kiso Stevens |
| 3. | Sharon Dye | 8. | Ana Vazquez |
| 4. | Beatrice Johnson | 9. | Anna Williams |
| 5. | Mary Medlock | | |

**Membership of Section 8 Resident Advisory Board
(Required Attachment)**

- | | | | |
|-----|--------------------|-----|--------------------|
| 1. | Martha Allen | 13. | Georgia Hill |
| 2. | Mario Arias | 14. | Kathy Holloman |
| 3. | Ida Barnes | 15. | Jose B. Jimenez |
| 4. | Carol C. Cosens | 16. | Dorothy Jones |
| 5. | Olga Crespo | 17. | Salvatore Licata |
| 6. | Jose Crique | 18. | Gloria McNair |
| 7. | Cenobia De La Cruz | 19. | Damaso Minier |
| 8. | Mary Dickerson | 20. | Miriam Colon Natal |
| 9. | Rosa Espejo | 21. | Elisa Pagan |
| 10. | Jennetta Francis | 22. | Estephanie Semidey |
| 11. | James Goldley | 23. | Olinda Vergana |
| 12. | Diane T. Hannah | 24. | Nadine Johnson |

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ39P013709 FFY of Grant Approval: (12/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	90,000
4	1410 Administration	150,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	50,000
8	1440 Site Acquisition	
9	1450 Site Improvement	180,000
10	1460 Dwelling Structures	987,597
11	1465 Dwelling Equipment-Nonexpendable	45,000
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)	1,502,597
21	Amount of line 20 Related to LBP Activities	235,000
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	50,000
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
PHA-Wide (A)	Automation	1408	20,000
PHA-Wide (B)	Resident Job Training	1408	10,000
PHA-Wide (C)	Security	1408	50,000
PHA-Wide (D)	Stoves & Refrig	1465	45,000
PHA-Wide (E)	Staff Training	1408	10,000
PHA-Wide (F)	Consulting A & E	1430	50,000
PHA-Wide (G)	Administration	1410	150,000
Speer Village			
NJ 13-1 (H)	LBP Abatement	1460	150,000
NJ 13-1 (I)	Common Area Improvements	1460	67,500
NJ 13-1 (J)	Replace Railings at Front Entrances	1450	50,000
NJ 13-1 (K)	Window Replacement	1460	130,097
NJ 13-1 (L)	Radiator Repl. & Insul. Risers	1460	50,000
NJ 13-1 (M)	Ventilation Upgrade	1460	70,000
NJ 13-1 (N)	Flooring	1460	50,000
Vreeland Village			
NJ 13-2 (O)	LBP Abatement	1460	85,000
NJ 13-2 (P)	Apt. Doors	1460	20,000
NJ 13-2 (Q)	Air Conditioner Brackets	1460	50,000
NJ 13-2 (R)	Sitework/Landscaping	1450	100,000
NJ 13-2 (S)	Electrical System Upgrade	1460	60,000
NJ 13-2 (T)	Window Replacements	1460	50,000
NJ 13-2 (U)	Flooring	1460	40,000
Hecht/Murphy			
NJ 13-4 (V)	Sitework	1450	30,000
Miller Apts.			
NJ 13-8 (W)	Bathrooms	1460	10,000
NJ 13-8 (X)	Carpet Repl. Common Areas	1460	15,000
NJ 13-8 (Y)	Hallway Ventilation	1460	11,722
NJ 13-8 (Z)	H.W. Heater Improvement/Repl.	1460	10,000
Chestnut Gardens			

NJ 13-10 (AA)	Kitchen Improvements	1460	70,000
NJ 13-10 (BB)	Bathroom Lighting/Vanities	1460	40,000
NJ 13-10 (CC)	H.W. Tank Repl.	1460	8,278

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)
PHA-Wide (A)	06/30/01	12/31/02
PHA-Wide (B)	12/31/01	06/30/02
PHA-Wide (C)	06/30/01	12/31/01
PHA-Wide (D)	06/30/01	12/31/02
PHA-Wide (E)	06/30/01	12/31/01
PHA-Wide (F)	06/30/01	12/31/01
PHA-Wide (G)	06/30/01	12/31/01
Speer Village		
NJ 13-1 (H)	06/30/01	12/31/02
NJ 13-1 (I)	06/30/01	12/31/02
NJ 13-1 (J)	12/31/01	06/30/02
NJ 13-1 (K)	06/30/01	12/31/02
NJ 13-1 (L)	06/30/01	06/30/02
NJ 13-1 (M)	06/30/01	03/31/02
NJ 13-1 (N)	06/30/01	06/30/02
Vreeland Village		
NJ 13-2 (O)	06/30/01	03/31/02
NJ 13-2 (P)	06/30/01	12/31/02
NJ 13-2 (Q)	09/30/01	12/31/01
NJ 13-2 (R)	06/30/01	12/31/02
NJ 13-2 (S)	06/30/01	12/31/02
NJ 13-2 (T)	06/30/01	12/31/02
NJ 13-2 (U)	06/30/01	12/31/02
Hecht/Murphy Apts.	06/30/01	12/31/02

NJ 13-4 (V)		
Miller Apts.	06/30/01	12/31/02
NJ 13-8 (W)	06/30/01	03/31/02
NJ 13-8 (X)	06/30/01	03/31/02
NJ 13-8 (Y)	06/30/01	12/31/02
NJ 13-8 (Z)		
Chestnut Gardens	06/30/01	12/31/02
NJ 13-10 (AA)	06/30/01	12/31/02
NJ 13-10 (BB)	06/30/01	12/31/02
NJ 13-10 (CC)		

