

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: July 2001 – June 2002

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the Borough of Princeton

**PHA Number:** NJ027

**PHA Fiscal Year Beginning:** July 2001

### PHA Plan Contact Information:

Name: Mary Jo Grauso

Phone: 609-924-3448

TDD:

Email (if available): HABOP@aol.com

### 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

### 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
- Main administrative office of the local, county or 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)

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan**  
**Fiscal Year 2002**  
 [24 CFR Part 903.7]

**i. Table of Contents**

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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

### **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

See Attachment G: Crime Tracking Resolution

See Attachment H: Deconcentration Component 3, (6) & Deconcentration Policy Resolution

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 313,906

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

#### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

#### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <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. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A.  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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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 Attached as Attachment F (End of this file: nj027v01)
3. In what manner did the PHA address those comments? (select all that apply)
- The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included
    - Yes  No: below or
    - Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment F: (End of this file: nj027v01)

Other: (list below)

## **B. 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: State of New Jersey – Mercer County

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

1. Assists first-time home buyers
2. Target very low income for affordable housing.
3. Partnering to encourage community development

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviations from the 5-year Plan are defined as:**

1. Demolition or disposition of a property
2. Emergency major renovations (i.e., fire, flood, etc.)
3. Construction or acquisition of a property

**B. Significant Amendment or Modification to the Annual Plan:**

1. Major renovations/actions required to remain in compliance with federal state and local laws
2. Major renovations required to address a life/safety concern.

## **Attachments**

**Attachment A**  
**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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 any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
		(specify as needed)

# Annual Statement/Performance and Evaluation Report

# Attachment B

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Housing Authority of the Borough of Princeton		<b>Grant Type and Number</b> Capital Fund Program: NJ39P02791699 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 1999	
<input type="checkbox"/> Original Annual Statement		<input checked="" type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no: 5)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements Soft Costs Hard Costs	10,000	1,725	1,725	1,725	
4	1410 Administration	25,000	24,936	24,936	24,936	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	15,000	15,000	15,000	5,450	
8	1440 Site Acquisition					
9	1450 Site Improvement	81,580	134,029	134,029	9,029	
10	1460 Dwelling Structures	132,505	93,308	93,308	73,438	
11	1465.1 Dwelling Equipment—Nonexpendable			0	0	
12	1470 Nondwelling Structures	2,412	2,412	2,412	2,412	
13	1475 Nondwelling Equipment	58,678	53,765	53,765	50,806	
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					
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>325,175</b>	<b>325,175</b>	<b>325,175</b>	<b>167,796</b>	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance	5,000	5,000	5,000	2,962	
23	Amount of line 20 Related to Security – Soft Costs					
24	Amount of line 20 Related to Security – Hard Costs	15,000	25,000	25,000	0	
24	Amount of line 20 Related to Energy Conservation	8,667	8,667	8,667	8,667	
	Collateralization Expenses or Debt Service					









**Annual Statement/Performance and Evaluation Report**

**Attachment B**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name: Housing Authority of the Borough of Princeton		Grant Type and Number Capital Fund Program #: NJ39P02791699 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 27-001	03/31/01		12/31/01	09/30/02			NA
NJ 27-002	03/31/01		12/31/01	09/30/02			NA
NJ-27-003	03/31/01		12/31/01	09/30/02			
All Sites	03/31/01		12/31/01	09/30/02			
MGT Improvements	03/31/01		12/31/99	09/30/02		12/31/00	

**Annual Statement/Performance and Evaluation Report**

**Attachment B**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the Borough of Princeton	<b>Grant Type and Number</b> Capital Fund Program: NJ39P02750100 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 12/31/00
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	8,000		1,000	0
	Hard Costs	2,000		2,000	444
4	1410 Administration	22,000		22,000	9,264
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	38,000		10,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000		0	0
10	1460 Dwelling Structures	223,888		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	5,000		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000		0	0
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				
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>308,888</b>	<b>0</b>	<b>35,000</b>	<b>9,708</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				







**Annual Statement/Performance and Evaluation Report**

**Attachment B**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Housing Authority of the Borough of Princeton		Grant Type and Number Capital Fund Program #: NJ39P02750201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ 27-001	1. Upgrade Domestic Hot Water Heater/Boiler	1460		50,000				
	2. Concrete Work	1450		55,018				
NJ 27-002	1. Redirect Downspouts to New sidewalks	1460		5,000				
	2. Rebuild Back Stairway 181 Bldg.	1460		5,000				
	3. Concrete Work/Blacktop	1450		50,00				
NJ 27-003	1. Termite Treatment	1460		47,000				
	2. Concrete Work/Blacktop	1450		33,888				
CONTINUED:								

**Annual Statement/Performance and Evaluation Report**

**Attachment B**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Housing Authority of the Borough of Princeton		Grant Type and Number Capital Fund Program #: NJ39P02750201 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	1. Miscellaneous Dwelling Equip	1465.1		5,000				
	2. Miscellaneous NonDwelling Equip	1475		5,000				
Management Improvements	1. Staff Training	1408		4,000				
	2. State Mandated Commissioner & ED Training	1408		4,000				
	3. Computer Software	1408		2,000				
Administration	Pay Part of ED's & Maint. Supervisor Salaries for Work Done in Connection with Capital Fund Programs	1410		22,000				
Fees & Costs	1. Hire A/E Firm for Work Items Requiring Sealed Bid Process	1430	16,400					
	2. Hire Part-Time MOD to assist in administration of all aspects of CFP	1430	9,600					
<b>TOTALS</b>				<b>313,906</b>	<b>0</b>			

**Annual Statement/Performance and Evaluation Report**

**Attachment B**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name: Housing Authority of the Borough of Princeton		Grant Type and Number Capital Fund Program #: NJ39P02750201 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ 27-001	03/31/03			03/31/04			NA
NJ 27-002	03/31/03			03/31/04			NA
NJ 27-003	03/31/03			03/31/04			
HA WIDE	03/31/03			03/31/04			
Mngmnt Improvements	03/31/03			03/31/04			

**Capital Fund Program 5-Year Action Plan  
Part 1: Summary**

Pha Name: Princeton Housing Authority					<input checked="" type="checkbox"/> Original 5-Yr Plan <input type="checkbox"/> Revision No:
Development No./ Name/HA Wide	Year 1	Work Statement Yr 2 FFY Grant: 2002 PHY FY: 2002	Work Statement Yr 3 FFY Grant: 2003 PHY FY: 2003	Work Statement Yr 4 FFY Grant: 2004 PHY FY: 2004	Work Statement Yr 5 FFY Grant: 2005 PHY FY: 2005
NJ 27-001	<b>Annual Statement</b>	45,000	125,000	245,906	50,000
NJ 27-002		155,888	70,906	0	90,888
NJ 27-003		45,018	50,000	0	105,018
HA WIDE		10,000	10,000	10,000	10,000
Management Improvements		10,000	10,000	10,000	10,000
Administration		22,000	22,000	22,000	22,000
Fees & Costs		26,000	26,000	26,000	26,000
<b>CFP Funds Listed for 5-year Planning</b>		<b>313,906</b>	<b>313,906</b>	<b>313,906</b>	<b>313,906</b>
Replacement Housing Factor					

**Capital Fund Program 5-Year Action Plan**  
**Part II: Supporting Pages – Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2002 PHA FY: 2002			Activities for Year 3 FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NJ 27-001	1. Complete Boiler Room Upgrade 2. Site Improvements	45,000 0	NJ 27-001	1. Roofs 2. Site Improvements	100,000 25,000
	NJ 27-002	1. Upgrade Bathroom Floors (20 Units) 2. Boiler Room	10,000 145,888	NJ 27-002	1. Complete Boiler Room Upgrade 2. Site Improvements	40,888 30,018
	NJ 27-003	1. Repair Roofs 2. Repair Siding 3. Upgrade Laundry	15,018 15,000 15,000	NJ 27-003	1. Site Improvements	50,000
	HA Wide	1. Non-Dwelling Equip 2. Dwelling Equip	5,000 5,000	HA Wide	1. Non-Dwelling Equip 2. Dwelling Equipment	5,000 5,000
	Management Improvements	1. Staff Training 2. ED & Commissioner Training 3. Computer Software	4,000 4,000 2,000	Management Improvements	1. Staff Training 2. ED & Commissioner Training 3. Computer Software	4,000 4,000 2,000
	Administration		22,000	Administration		22,000
	Fees & Costs		26,000	Fees & Costs		26,000
	<b>Total CFP Estimated Cost</b>		<b>313,906</b>			<b>313,906</b>

**Capital Fund Program 5-Year Action Plan**  
**Part II: Supporting Pages – Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2004 PHA FY: 2004			Activities for Year 5 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	NJ 27-001	1. Bathroom Upgrade 2. Site Improvement	240,888 5,018	NJ 27-001	1. Site Improvements	50,000
	NJ 27-002		0	NJ 27-002	1. Site Improvements	90,888
	NJ 27-003		0	NJ 27-003	1. Site Improvements	105,018
	HA Wide	1. Non-Dwelling Equip 2. Dwelling Equip	5,000 5,000	HA Wide	1. Non-Dwelling Equip 2. Dwelling Equipment	5,000 5,000
	Management Improvements	1. Staff Training 2. ED & Commissioner Training 3. Computer Software	4,000 4,000 2,000	Management Improvements	1. Staff Training 2. ED & Commissioner Training 3. Computer Software	4,000 4,000 2,000
	Administration		22,000	Administration		22,000
	Fees & Costs		26,000	Fees & Costs		26,000
	<b>Total CFP Estimated Cost</b>		<b>313,906</b>			<b>313,906</b>

## Required Attachment D: Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Emma King

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): 8/15/2004

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

Two vacancies currently exist.

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Marvin Reed, Mayor of the Borough of Princeton

## **Required Attachment E: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Brady, Kathleen	401 Redding Circle
Brown, James	76 Clay Street
Davison, Alice	203 Spruce Circle
Deleon, Franciso	8 Karin Court
Flesch, Julia	16 Karin Court
Geffrard, Marie	14 Karin Court
Gillette, Deanna	62 Redding Circle
Glover, Catherine	189E Spruce Circle
King, Stephen	209 Redding Circle
Liverman, Patricia	46 Redding Circle
McRae, Connie	15 Redding Circle
O'Connor, John	181A Spruce Circle
Uvari, Mary	408 Redding Circle
Webber, Beverly	75 Clay Street
Vacant – 1 seat	Clay Street

## Attachment F: Comments of Resident Advisory Board & Explanation of PHA Response

### 1. Suggestions from R.A.B. – Improvements Needed

#### Clay Street

- Landscaping
- Fix curbs and sidewalks
- Nicer shades for windows instead of industrial brown
- Small storage shed for each unit to keep yards less cluttered

#### Redding Circle – Family

- Clothesline for each family
- Small storage shed to keep yards neat
- Heating problems throughout development
- Nicer shades for windows

#### Redding Circle – Seniors

- More benches to eliminate ugly plastic chairs and ragged lawn chairs.
- Fix emergency light system -- add audio alarm if possible
- Communal storage shed for rakes, etc.
- Upgrade concrete landings into front doors – too small
- Nicer shades for windows
- Replace all towel racks (very fragile) with “grab” bars in all units.

#### Spruce Circle – Seniors

- Add emergency alarms/lights
- Retread steps into Senior Resource Center office – they are slippery
- “No skating or rollerblading” signs
- Communal storage shed
- More benches and outside seating
- Nicer shades

### 2. PHA Response

The Housing Authority of the Borough of Princeton has considered the comments made by the RAB. The following items are currently included in our 5-year capital fund program:

- Landscaping
- Repair of curbs and sidewalks
- Replacement of outside benches

The PHA is considering the following items for our annual budget:

- Better grade shades for windows
- Replacement of towel racks with grab bars
- Upgrade the material on steps at the Senior Resource Center

Continued....

In future Capital Fund Programs the PHA will consider the following:

Emergency alarm system for Senior/Disabled developments

Evaluate cost of enlarging landings at Redding Circle Elderly units

The PHA has installed the signs requested by the RAB and has replaced the clotheslines at Spruce Circle. The family developments each have a laundry room equipped with coin operated washers and dryers. In addition, each unit has a laundry room where the overwhelming majority of residents have put their own washers and dryers. In the past the PHA installed clotheslines at the Clay Street development. This resulted in the lines being broken by the children. The residents complained that the lines were useless and unsightly. To supply clotheslines to the remaining developments would be an unnecessary cost. The heating system at Redding Circle has been a long-standing problem. Since its inception there have been complaints about the heat. In addition the water at Redding Circle has a very high mineral content which compounds the heating problem. The PHA has supplied room heaters and made financial adjustments for electric to those families who have requested additional heat.

## **Attachment G: Crime Tracking Resolution**

Board Resolution:

### **BOARD RESOLUTION #01-08**

WHEREAS, The Housing Authority of the Borough of Princeton (hereinafter called "HA") desires to establish a policy which provides for measures to ensure the safety of HA residents, and

WHEREAS, the HA has consulted with the local police departments regarding measures to ensure the safety of public housing residents and for crime prevention measures;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON, THE FOLLOWING POLICY IS ESTABLISHED ON A PHA-WIDE BASIS:

1. The HA will place signs and unit numbers at all sites so that law enforcement and emergency personnel can better respond to emergency calls.
2. The HA will initiate a program whereby law enforcement personnel offer programs on crime prevention, such as: fraud prevention, personal safety, self-protection, etc.
3. The HA and local police will co-sponsor a Safety Fair.
4. The HA will have access to the Uniform Crime Report.
5. The HA will improve site lighting and landscaping for resident safety.
6. Local police officers will be more visible in the neighborhoods where HA sites are located.
7. A list of non-residents barred from HA property will be forwarded to the local police departments and will be updated as needed.

This resolution shall take effect immediately.

2/14/2001

## Required Attachment H: Deconcentration and Income Mixing

P. 1 of 2

### Component 3, (6) Deconcentration and Income Mixing

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

## **Attachment H: Deconcentration and Income Mixing**

P. 2 of 2

BOARD RESOLUTION:

### BOARD RESOLUTION #01-10

WHEREAS, The Housing Authority of the Borough of Princeton (hereinafter called "HA") desires to establish a policy which provides for the deconcentration of poverty,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON, THE FOLLOWING POLICY IS ESTABLISHED:

The Housing Authority of the Borough of Princeton will analyze each development for compliance with income ranges as mandated by H.U.D. in order to maintain deconcentration of poverty. This analysis will be performed annually, in conjunction with the annual plan, and will become part of the annual plan. If any development is found to be outside the acceptable range, a plan of action will be developed to correct this.

At the current time, all developments have been found to be in the acceptable range.

This resolution is effective immediately

## **Attachment I: Statement of Meeting 5-year Plan & Goals**

The Housing Authority of the Borough of Princeton (HABOP) has begun the process of meeting its goals as stated in the 5-year plan. We have had meetings with the Mayor of the Borough of Princeton regarding the acquisition of existing units owned by the Borough. HABOP has managed 10 family units; not HUD owned or subsidized, for many years. The Borough of Princeton is committed to increasing the affordable rental housing stock. The Borough would like to deed the 10 units to the PHA. In addition both parties are exploring the possibility of demolishing the units and replacing them with an increase in the number of affordable units. At this time the units which number 20, 10 previously deeded to the PHA, are over 70 years old and in need of extensive renovation. By partnering with the Borough we propose to increase the number of units to over 30 and explore mixing rental units with units for sale. In this scenario the housing stock would be increased and there would be units available for first time ownership by former Public Housing residents. The Borough is also willing to seek private and public funds for the creation of such a project.

HABOP has applied for a grant from the New Jersey Housing and Mortgage Finance Agency to provide counseling for first time home ownership. Last April the HA hired a Director for our Clay Street Learning Center. The position was created to provide self-sufficiency and self-empowering programs for the residents of the HA. Since last year the HA has been able to offer workshops for our residents, expansion of the afterschool enrichment program, on site WIC Program, chess club, assistance with taxes and various other activities.

Through our partnerships with Mercer County Hispanic Association, Community House Third World Center and the Princeton Senior Resource Center we are ensuring access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.

By utilizing funding through the Capital Fund Program new benches have been purchased, needed revitalization of walkways, and painting of our community centers has been accomplished. The HA has begun the process of improving the quality of life and economic vitality of our residents.

## **Attachment J: Community Service Policy**

### HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON POLICY FOR ADMINISTRATION OF COMMUNITY SERVICE REQUIREMENTS

1. **NOTIFICATION TO TENANTS.** New tenants are advised of the community service requirements/exemptions as a condition of occupancy in public housing at the time of the New Tenant Orientation. A written explanation is included in the paperwork received when the tenant signs the initial lease. Tenants already residing in this H.A.'s developments when this requirement became effective received written notification. (see attached)

2. **LEASES.** All new leases with effective dates July 1, 2000 and later, include the Community Service Requirement clause. Tenants already residing in this H.A.'s developments signed new leases, which included the Community Service Requirement clause, at the time of their recertification; i.e., July 1, 2000.

3. **IDENTIFYING RESIDENTS REQUIRED TO PERFORM COMMUNITY SERVICE.** At the time of each family's annual recertification, family members required to engage in community service activities will be identified. HABOP staff will review the various options with the resident: i.e., community service or economic self-sufficiency opportunities. When a plan has been developed, **IT IS THE TENANT'S RESPONSIBILITY TO MAKE ARRANGEMENTS TO FULFILL THE SERVICE OBLIGATION.** A 30-day follow-up meeting will be scheduled at this time.

4. **MONITORING COMPLIANCE.** 30 days after the recertification meeting, the resident will report on his/her community service or self-sufficiency activities. Each resident will be given a form (see attached) to record community service hours. The completed form will be required at the next annual recertification. Third party-verification of compliance will be obtained at the next recertification.

5. **RECORD-KEEPING.** A Ledger will be kept in the main office of the housing authority, on a yearly basis.

6. **NON-COMPLIANCE.** If, after 30 days, the resident fails to provide adequate proof of compliance, the resident will be directed to meet with the Program Director. The Program Director will assist in finding a suitable placement for the resident. If the resident fails to cooperate, or remains in non-compliance, the following steps will be taken:

a. Management will meet with the non-compliant resident and head of household to reinforce that compliance of all family members is the responsibility of the head of household. If, after another 30 days, the resident is still in non-compliance:

b. Management will meet with head of household and non-compliant resident. Two options will be offered to the head of household: 1) non-compliant resident can be taken off the lease; or 2) eviction proceeds against entire household will begin.