

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**

PHA Plan Agency Identification

PHA Name: Housing Authority of Plainfield, New Jersey

PHA Number: NJ 039

PHA Fiscal Year Beginning: January 1, 2001

Public Access to Information

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

- XX Main administrative office of the PHA
- XX PHA development management offices
- XX 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)

- XX Main administrative office of the PHA
- XX PHA satellite management offices
- XX Mayor's Office of City of Plainfield
- Community Development and Planning office of the County of Union
- Department of Community Affairs of State of New Jersey
- XX Public library
- HUD Web site
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

- 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 Plainfield is to continue to provide safe, sanitary, quality and cost effective housing. By collaboration and networking with others service agencies in the area, the Authority is able to utilize its resources by sharing responsibilities with local agencies and its municipality to provide the same level of services to the residents in the coming years . The Authority also provides rental subsidies to the qualified residents in the community by giving out Section 8 certificates and vouchers so that they can live in private homes of their choice. The Authority also will promote economic activities to enhance the financial status of residents. Training programs for residents will continue to be conducted to prepare them to become self sufficient in the coming year, 2001. In addition, the Authority intends to assist public housing residents in purchasing their first homes in cooperation with finance and mortgage companies. The Authority will implement programs to meet the needs of its various population. For instance, recreation programs for seniors, education and employment programs for young adults, structural activities of learning for the youth and children.

In coming years we will achieve our goal to reduce drug and crime in our family complexes and enhance the quality of life of our residents.

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:

XX Apply for additional rental vouchers: Apply for additional vouchers and **maintain 100% lease up of available certificates/vouchers through Housing Assistance Payment contracts in order to provide affordable housing to residents who are working on jobs but struggling to pay their rents to house their families. The Authority will continue to apply for additional vouchers for rental assistance in the coming year, 2001.**

XX Reduce public housing vacancies: **To ensure at least 97% occupancy level is maintained throughout FY 01-04 by conducting frequently needed physical inspections by our management team and reduction of duration for units being turned around by maintenance staff between vacancies and new tenants moving in, and reduction in time spent in work orders as well.**

XX Leverage private or other public funds to create additional housing opportunities: The City of Plainfield has already met its goal of building low income housing commitments. As a result, the authority will promote home ownership for our public housing and Section 8 residents. **This goal can be achieved by partnership with the City of Plainfield, local banks and private developers through a tax credit program, other incentives and syndication in the coming year.**

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing
Objectives:

XX Improve public housing management: (PHAS score)

The Authority will work hard to improve its PHAS score

XX Improve vouchers management: (SEMAP score)

Increase customer satisfaction:

XX Concentrate on efforts to improve voucher unit inspections

FINANCE:

The Housing Authority of Plainfield will achieve the goal by increasing operating reserve to 30 % by 12/31/01 through the methods of streamlining its work force and enhance the overall performance. The Housing Authority of Plainfield has already reduced its expenses which include a reduction of its work force to line up with its operating budget in the past year. The Authority will be closely monitoring the performance of its staff to ensure that they are accountable, responsible and meet our targets for various tasks to be implemented in the coming year.

The Authority will reduce numbers of vacant units and turnaround time so that the apartments can be leased quickly to increase its revenue.

The Authority will fully utilize the trade skills of maintenance workers and provide needed training to perform work presently undertaken by the outside contractors.

Implementation of the preventive maintenance schedules/procedures for all major equipment/ systems to obtain cost savings and minimize the down time.

Implement project based accounting and expenditure controls, targeted date of 6/30//01

Expenditures must line up with the budget.

Promote residents' small business ventures and skill training in high tech areas to assist them in becoming self-sufficient

Increase collectible rents and reduce account receivables

Promote training and employment for youth and young adults

Conduct educational programs to target substance abuse prevention

Promote safety and security of residents.

XX Renovate or modernize public housing units: Inspections must be conducted on each unit on an annual basis by Housing Managers at the same time when the annual certification was performed for each tenant for the continued occupancy. This process will minimize/avoid subleasing units to others by legal tenants and ensure all the units being kept in an acceptable conditions. The Authority will only dedicate funds earmarked for the capital improvement projects to construct, renovate or overhaul structural, or major system, such as replacement of updated elevators, etc. Preventive maintenance is the key for the success of the Capital Improvement Funds Program because it endures and extends the life expectancy of the systems and equipment implemented by the capital fund projects. Each year the Authority submits priority items in the plan to HUD and hopefully all these items can be addressed accordingly and implemented.

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- x Increase voucher payment standards
- Implement voucher homeownership program:

XX Implement public housing or other homeownership programs: **The Housing Authority of Plainfield will coordinate with the Union County Division of Community Development in the following programs: CDBG, Supportive Housing and the HOME Investment Partnerships Program during fiscal year 2001. The Authority will also network with the City of Plainfield in its “Boards Off Program” which will provide down payment grants and loans for the purchase/rehabilitation of boarded up houses for first time home buyers.**

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

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

- PHA Goal: Provide an improved living environment

Objectives:

XX Implement measures to deconcentrate poverty by bringing higher income public housing residents into lower income developments: **The Housing Authority of Plainfield has established income mixing as a criteria for the selection of residents: 60% with incomes up to 80% of AMI; Section 8: 75% at 80% of AMI**

xx Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

XX Implement public housing security improvements: **The Housing Authority of Plainfield sets its goal to reduce drugs and drug related crime by 50% in its public housing developments of Elmwood and West End Gardens so that these housing complexes and their surrounding neighborhoods can become a viable and safe community by 12/31/01. The Authority intends to install more exterior lighting and security cameras in the common areas where the most likelihood of drugs and crime may take place in the coming year.**

As for Richmond Towers, two high-rise buildings, the Authority will implement a quality security program for the residents in the coming year. Since July, 2000, the Authority has retained Plainfield Police Officers to perform security patrols in four housing developments. They must check the hallways, common areas, parking lots, and court yard during their tour of duty. In addition the police substation is housed in one of the public housing unit of West End Gardens to monitor existing security cameras. The Authority continues to enforce the “One Strike You’re Out” policy. **The HAP will establish Resident Security Patrols by 12/31/01 for Richmond Towers. The residents of all complexes received security training in April 2000. Education is the key to the success of**

the security program. More training sessions will be conducted for the residents of all public housing with the collaboration of the local police department and prosecutors office of County of Union. Without working with residents and their support, the HHA will not be able to achieve its goal.

- XX Designated developments or buildings for particular resident groups (elderly, persons with disabilities) Richmond Towers, two highrise buildings contain 219 units occupied by senior citizens. At present, the Authority is under contract with Picassos Inc. to reconstruct 22 units to make them handicapped and wheelchair accessible units. All 22 units will be completed by the end of January 30, 2001. The Authority intends to bring in more services provided by other service agencies to the senior residents at Richmond Towers.
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- XX **Increase the number of employed residents in all housing complexes. The Authority will continue to implement training programs to enhance work skills of the residents in the high tech or services areas where there are strong demands for the present and future. Beginning on January 1, 2001 the Authority will implement resident community services requirements. This not only enables residents to learn work skills by working side by side with the Authority but also will enhance their employability. By participation in the community service program the residents will be more likely to become more organized and pay more attention to the needs of their children and therefore improve family life.** Senior residents are exempted from the community services unless they choose to volunteer their services.
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- XX Other: (list below)
Residents of the family housing complexes may choose to undertake such tasks as beautification projects, painting apartments or ground maintenance.

Senior residents at Richmond Towers have expressed their wishes to use the commercial kitchen in the community room to hold bake or dinner sale to raise funds for their Association in the coming year 2001.

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

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

Other PHA Goals and Objectives:

The Authority will aim to bring expenditures in line with the budget, reduction in turnaround time for apartments, reduction in crime and drugs in and around our housing complexes. To enhance educational programs for children, youth and adults including topics of substance abuse, employment skills and the negative effects of substance abuse on the human's brain and body.

Annual inspections must be conducted on every unit of the public housing complexes to ensure the integrity of the invaluable housing stock.

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)]

In the past year, FFY 2000, the Authority has streamlined its operations by consolidating its work force and aimed to increase work orders and services rendered to the residents. In addition, the Authority also has in the past year, reconciled the general ledgers for the low income housing budget and produced the financial statements for FFY 1998 and 1999. It will lead the Authority into a new age and milestone. Nevertheless, the Authority has to obtain program auditors to complete FFY 1999 and 2000's yearly audits.

In the coming year the Authority will need to be more creative in financing its projects with cost effective measures, and network with other agencies to stretch its resources to provide the same level of services to residents. The Authority also needs to streamline its operations to be more effective, accountable, and responsive to the needs of residents. Workers must be more motivated, innovative, responsive as well as productive, and adaptable to learn new technologies. The Authority will undertake several projects to enhance the employability of residents to improve their economic status.

The Authority will implement an energy conservation program in the coming year.

OBJECTIVES:

The Housing Authority of Plainfield (HAP) strives to increase the availability of decent, safe and sanitary housing in the region, and ensure equal access opportunity in housing for all citizens, implement skills training and small business programs for residents to promote self sufficiency and employability. In addition, crime and drugs reductions in and around public housing are also our goals to achieve in the coming year.

This approach is to stabilize family life and enhance economic well being of residents. The Authority's goals and objectives are further defined in the Admissions, Occupancy and Rental Policy that has been adopted by the Board of Commissioners of the Housing Authority of Plainfield.

CAPITAL IMPROVEMENTS

The annual plan of 2001 will dedicate funds to overhaul elevators at Richmond Towers for the safety of residents. We may also address the heating problems and some structural repairs at West End Gardens. We must practice our preventive maintenance programs which is the key of success for the capital fund improvement programs.

iii. Annual Plan Table of Contents

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- 16. Audit Attachment
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Attachments

CGP Audit

Required Attachments:

XX

xx FY 2001 Capital Fund Program Annual Statement

xx Most recent board-approved operating budget

xx Summary of Policy and Program Changes

xx PHDEP Plan

xx Community Services Requirement

xx PHA's Policy on Pet Ownership in Public Housing

Supporting Documents Available for Review

| List of Supporting Documents Available for Review | | |
|--|---|--------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | 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 | 5 Year and Annual Plans |
| | 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 |
| XX | 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 |
| XX | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| XX | 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 |
| XX | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | 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 2/1899 <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 |
| XX | Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| XX | 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 |
| XX | Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| XX | 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 |
| XX | Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| XX | Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| XX | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | 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 |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

The quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in its annual plan a need assessment of its jurisdiction and its waiting list. Also the Authority is required to state how it intends to address these needs. The area can not meet the demands of needed housing especially affordable and quality housing..

The Authority will in the coming year look into possibility to collaborate with private sectors to develop affordable housings and assist residents in purchasing their very first homes. By so doing there will be some turnover of residency in the public housing for the needed in the area.

**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 | 393 | | | | | | |
| Income >30% but <=50% of AMI | | | | | | | |
| Income >50% but <80% of AMI | | | | | | | |
| Elderly | 155 | | | | | | |
| Families with Disabilities | 12 | | | | | | |
| Race/Ethnicity | 32 | | | | | | |
| Race/Ethnicity | 322 | | | | | | |
| Race/Ethnicity | 4 | | | | | | |
| Race/Ethnicity | 35 | | | | | | |

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
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 2000
- 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 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 | 211 | | |
| Extremely low income <=30% AMI | 211 | 100% | |
| Very low income (>30% but <=50% AMI) | | | |
| Low income (>50% but <80% AMI) | | | |
| Families with children | 137 | | |
| Elderly families | 2 | | |
| Families with Disabilities | 31 | | |
| Race/ethnicity | 5 | | |
| Race/ethnicity | 168 | | |
| Race/ethnicity | | | |
| Race/ethnicity | 7 | | |
| Characteristics by Bedroom Size (Public Housing Only) 0 BR | 139 | | |
| 1BR | 60 | | |
| 2 BR | 121 | | |
| 3 BR | 64 | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---|--|--|
| 4 BR | 9 | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No XX Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? 11 months | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No XX Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? XX No <input checked="" type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

(contained in "Statement of Housing Needs")

(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:

- xx Employ effective maintenance and management policies to minimize the number of public housing units off-line
- XX Reduce turnover time for vacated public housing units
- XX 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
- XX 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
- XX Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- XX Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- XX 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:

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

- 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
- XX 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

- XX Employ admissions preferences aimed at families who are working
- XX 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:

- xx Seek designation of public housing for the elderly
- XX 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:

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

- XX Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- XX 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:

- XX Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

2. Statement of Financial Resources

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|----------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2001 grants) | | |
| a) Public Housing Operating Fund | 1,665,065 | Operations Funds |
| b) Public Housing Capital Fund | 1,007,969 | Capital Improvements |
| c) HOPE VI Revitalization | N/A | |
| d) HOPE VI Demolition | N/A | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 5,352,484 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 108,423 | Safety/Security |
| | | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| Congregate Housing Program | 100,000 | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 1,208,980 | HAP Operations |

| Financial Resources: Planned Sources and Uses | | |
|--|------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| | | |
| 4. Other income (list below) | | |
| Investment income | 13,860 | HAP Operations |
| Entrepreneurial Activities | 32,577 | Supportive Services |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | 9,489,358 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- XX When families are within a certain time of being offered a unit: **Twice. Upon receipt of application and within 30 days of placement.**
- Other: (describe)

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

- XX Criminal or Drug-related activity
- XX Rental history
- XX Housekeeping
- Other (describe)

- c. XX Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. XX Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes XX 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 waitinglist (select all that apply)

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

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

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

At the Application Office located at 120 W. 7th St. Plfd., NJ

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? Four

2. x 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? 4

3. x Yes No: May families be on more than one list simultaneously
 If yes, how many lists? 4

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
 x Other (list below)

120 West 7th Street, Plainfield, NJ

(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
- XX Three or More

b. XX 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 XX 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)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

#1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- XX 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)

- XX The PHA-resident lease
- XX The PHA's Admissions and (Continued) Occupancy policy
- XX 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)

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

(6) Deconcentration and Income Mixing

a. XX 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. XX 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)

- x Adoption of site based waiting lists

If selected, list targeted developments below:

West End Gardens, Elmwood Gardens, Richmond Towers, Netherwood Village and Liberty Village

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

If selected, list targeted developments below:

XX Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes XX 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)

x Additional affirmative marketing

x Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

x 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

XX List (any applicable) developments below:

ELMWOOD AND WESTEND GARDENS

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)

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

List (any applicable) developments below:

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- XX 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. XX Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. XX Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes XX 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)
- ELIGIBILITY

(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
- x Federal public housing
- XX 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
- XX Other (list below) APPLICATION OFFICE LOCATED 120 W. 7TH ST.

(3) Search Time

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

If yes, state circumstances below:

When offered proof of extensive search for affordable and appropriately sized unit and medical reasons

(4) Admissions Preferences

- a. Income targeting

XX 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. XX 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

- x 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)

- XX Working families and those unable to work because of age or disability
xx Veterans and veterans' families
XX Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
XX 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

- xx 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)

- XX Working families and those unable to work because of age or disability
- x Veterans and veterans’ families
- XX Residents who live and/or work in your jurisdiction
- x Those enrolled currently in educational, training, or upward mobility programs
- XX 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)

- XX 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)

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

(5) Special Purpose Section 8 Assistance Programs

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

- XX The Section 8 Administrative Plan
XX 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?

- XX Through published notices
 Other (list below)

4. PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

- XX 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
- xx \$26-\$50

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

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

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)

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
- xx No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- XX 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
- XX 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
- XX 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 XX No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenantbased 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
- Other (list below)

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

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

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

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

- XX 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)

- XX 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
- xx \$26-\$50

b. Yes x 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)

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

The HAP Management team consists of 10 men and women:
Executive Director

Public Housing Manager
 Modernization Program Coordinator
 Congregate Housing/Public Housing Manager
 Maintenance Supervisor
 Application/Tenant Selection Coordinator
 Director of Finance

The Board of Commissioners consists of seven members who are the appointees of the various governmental agencies to serve on the Board for an average term of five years:

One Commissioner is appointed by the Governor of the State of New Jersey; One Commissioner is appointed by the Mayor of the locality; Five Commissioners are appointed by the City Council of the City of Plainfield.

All seven members are the policy makers of the Authority.

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | | |
| Section 8 Vouchers | 553 | 0 |
| Section 8 Certificates | 41 | 67 -75 |
| Section 8 Mod Rehab | N/a | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | 469 UNITS | 0 |
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| Section 202 Eld. Hsg. | 225 UNITS | 0 |

| | | |
|-------------|-----|---|
| CGP | 469 | 0 |
| FSS Program | 23 | 0 |

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

The formal grievance procedure is attached to the Lease and Admissions, Occupancy and Rental Policy for the Public Housing Program. For the Rental Assistance Program these policies are included in the Administrative Plan. The Policies and the Administrative Plan are included in the Appendices.

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)

APPLICATION/SECTION 8 OFFICE

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
- XX Other (list below)
- DEVELOPMENT MANAGEMENT OFFICES

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-

- xx 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)

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 XX 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 XX 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 XX 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: (DD/MM/YY) | |
| 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

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: <u>(DD/MM/YY)</u> |
| 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 **XX** 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)

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

B. Section 8 Tenant Based Assistance

1. Yes **XX** 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 will need to coordinate with the Welfare (TANF) Agency to implement the program and provide schedules and assignment for residents who are the participants of the program. Every resident can be benefited from the program by working together with the Authority to achieve the goal of improving the quality life of the residents. The Authority will establish the links with TANF in the coming year to ensure that the participants reap the benefits of the program.

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
- XX Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

XX 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) |
| Homeownership counseling – Partnering with local banking firms | 107 families | Open to all interested residents | PHA MAIN OFFICE | BOTH |
| Social Service Coordinator | | Open to all | Development office | Both |

| | | | | |
|---------------------------------------|----------|-------------------|-------------------------|----------------|
| Family Self Sufficiency Program | 23 slots | Specific criteria | Section 8 office | Section 8 |
| Resident Training Computer Program | 40 slots | Specific criteria | Main office/development | Public Housing |
| Transportation Program | Open | Specific Criteria | Main Office | Public Housing |
| Head Start Program pre-school Program | | Specific criteria | Main office | Both |
| Section 3 Program | Open | Specific criteria | Main office | Public housing |
| Resident Association Offices | | Residents | Assoc. office | Public housing |
| Drug Awareness Counselor | 1 | All residents | Assoc. office | Public housing |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | | |
| Section 8 | 23 | 23 |

- b.x 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)
- XX Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - XX Informing residents of new policy on admission and reexamination
 - XX 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
 - XX 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 903.7 9 (m)]

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

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
- XX 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
- XX 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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- XX Safety and security survey of residents
- XX 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
- XX Resident reports
- XX PHA employee reports
- XX Police reports
- XX Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- x Other (describe below)
Resident Security Patrol Program

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

ELMWOOD AND WEST END 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)

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

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

ELMWOOD AND WEST END 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)

- XX Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- XX Police provide crime data to housing authority staff for analysis and action
- XX 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
- XX Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

ELMWOOD AND WEST END 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.

- XX Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- XX Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- XX Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

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. XX 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. XX Yes No: Was the most recent fiscal audit submitted to HUD?
3. XX Yes No: Were there any findings as the result of that audit?
4. Yes XX No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. x 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. XX 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
XX Private management
XX Development-based accounting
XX Comprehensive stock assessment

Other: (list below)

3. Yes **XX** 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. **XX** 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)
XX Attached at Attachment (File name)

Provided below:

Residents recommended in the future that Resident Commissioner be selected by the general resident body than appointed by the City Council of the City of Plainfield.

3. In what manner did the PHA address those comments? (select all that apply)

XX Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

1. **XX** 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 **XX** 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
- x 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)

- x 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: (provide name here)

Union 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)

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

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

D. Other Information Required by HUD

RESIDENT COMMENTS

- **Residents of Elmwood and West End Gardens expressed the needs of establishing recreational, educational and summer employment programs for youth and children .**
- **A need to establish programs for the adult residents to learn computer skills to obtain better-paid jobs.**
- **A need to reduce crime and drugs in and around family housing complexes**
- **Residents of Richmond Towers presented the following comments:**

The need of new elevators for Richmond Towers, a comprehensive security system to be implemented, employment of additional security guard at night at Richmond Towers and sponsoring of a program by Richmond Association to encourage the presence of police officers in the evening at Richmond Towers to check the stairway and parking area to deter crime.

Residents also expressed that they would like to serve on the Screening Committee for tenant selection. It was suggested that orientation sessions regarding to rules and regulations of the lease compliance be conducted to the new tenants for all housing complexes.

A request for vent cleaning in the apartments from residents of Richmond Towers was received.

Residents discussed the use of their annual funds allocated by the Authority and the purpose of annual audits for the program.

Residents inquired if the resident association can recommend the appointment of the Resident Commissioner. They were informed that the resident association can make recommendation on candidates. Nevertheless it is up to the City Council of the City of Plainfield to select and appoint the Resident Commissioner.

Resident of Richmond Towers asked a new drinking fountain to be installed in the community room.

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

Attachments

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

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 x FFY of Grant Approval: (1/1/01)

x Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | |
| 3 | 1408 Management Improvements | 50,000 |
| 4 | 1410 Administration | 80,000 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | 90,000 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | 71,000 |
| 10 | 1460 Dwelling Structures | 700,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Nondwelling Structures | |
| 13 | 1475 Nondwelling Equipment | |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 991,033 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| West End Gardens NJ 039-001 | Roofing replacement of needed areas on a Per building basis. | 1450 | 71,033 |
| Richmond Towers NJ 039-003 | Renovation of four elevators | 1460 | 700,000 |
| Management Improv. | Resident Job Training and Installations of security cameras in the hallways of Elmwood Gardens. | 1408 | 50,000 |
| Administration | Salaries, fringe benefits for all personnel associated with facilitation and management of the comprehensive grant program. | 1410 | 80,000 |
| A & E Fee | Plan, design and inspect the scope of work to be implemented. Energy Audits for all developments. | 1430 | 90,000 |

**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) |
|--|--|---|
| West End Gardens NJ039-001 | 12/31/02 | 12/31/02 |
| Richmond Towers NJ039-003 | 12/31/02 | 12/31/02 |
| Administration | 12/31/02 | 12/31/02 |
| Management Improvement | 12/31/01 | 12/31/02 |
| A & E Fee | 12/31/02 | 12/31/02 |

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| | | | | |
| Total estimated cost over next 5 years | | | | |

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 \$108,423 _____

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

C. FFY in which funding is requested 2001 _____

D. Executive Summary of Annual PHDEP Plan

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

The major initiatives are security patrol by police officers, youth employment program, Summer day camp program for children , exterior lighting and training of residents.

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) |
|--|--|--|
| West End Gardens | 128 | 800 |
| Elmwood Gardens | 120 | 750 |
| Richmond Towers | 220 | 450 |

F. Duration of Program

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

6 Months _____ **12 Months** x _____ **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

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

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|----------------|--|-----------------------------|-----------------------------|
| FY 1995 | 234,500 | NJ30DEP0390195 | 0 | | |
| FY 1996 | 234,500 | NJ39DEP0390196 | 0 | | |
| FY 1997 | 234,500 | NJ39DEP0390197 | 0 | | |
| FY 1998 | 140,700 | NJ39DEP0390198 | 0 | | |
| FY 1999 | 104,032 | NJ39DEP0390199 | 0 | | |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goals and objectives are to reduce drugs and crime and promote quality of life in and around public housing neighborhood. The PHA will network with Plainfield Police, and share resources with city, county and state government to achieve the tasks. The PHA will implement a system to evaluate the program outcome and monitor the activities closely.

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 | \$40,000 |
| 9120 - Security Personnel | |
| 9130 - Employment of Investigators | |
| 9140 - Voluntary Tenant Patrol | 5,000 |
| 9150 - Physical Improvements | 10,000 |
| 9160 - Drug Prevention | 45,000 |
| 9170 - Drug Intervention | |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs | 8,423 |
| TOTAL PHDEP FUNDING | 108,423 |

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: \$40,000 | |
| Goal(s) | To reduce drugs and crime in and around public housing neighborhood | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. police patrol program | | | 1/1/01 | 12/31/01 | 40,000 | - | Crime reduced by 20% |
| 2. | | | | | | | |
| 3. | | | | | | | |

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

| | | | | | | | |
|---|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| 9130 - Employment of Investigators | | | | | | Total PHDEP Funding: \$ | |
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| | | | | | | | |
|---------------------------------------|--|--|--|--|--|--------------------------------|--|
| 9140 - Voluntary Tenant Patrol | | | | | | 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. | | | | | | | |

| 9150 - Physical Improvements | | | | | Total PHDEP Funding: \$10,000 | | |
|-------------------------------------|---------------------|--|------------|------------------------|--------------------------------------|--------------------------------|---|
| Goal(s) | | To enhance exterior lighting and increase visibility and therefore discourage illegal activities | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.install exterior lighting | | | 1/1/01 | 12/31/01 | 10,000 | - | Reduction in crime by at least by 30% in parking areas or court yards |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9160 - Drug Prevention | | | | | Total PHDEP Funding: \$45,000 | | |
|-------------------------------|---------------------|--|------------|------------------------|--------------------------------------|--------------------------------|------------------------|
| Goal(s) | | To provide constructive and structural program forthe youth and children during summer months and a safe haven to avoid dangers of the street corners. | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 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 | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9190 - Other Program Costs | | | | | Total PHDEP Funds: \$8,300 | | |
|---|---------------------|-------------------|------------|------------------------|-----------------------------------|--------------------------------|--|
| Goal(s) | | | | | | | |
| To train residents with updated rules and regulations by attending conferences, training sessions, etc. | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1 sending residents to seminars, training sessions. | | | 1/1/01 | 12/31/01 | 8,4.23 | - | Residents will be more cooperative with PHA by knowing the madates |
| 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 | 10,000 | 40,000 | 20,000 | 40,000 |
| 9120 | | | | |
| 9130 | | | | |
| 9140 | 1,250 | 5,000 | 2,500 | 5,000 |
| 9150 | 2,500 | 10,000 | 5,000 | 10,000 |
| 9160 | 11,250 | 45,000 | 22,500 | 45,000 |
| 9170 | | | | |
| 9180 | | | | |
| 9190 | 2,105.75 | 8,423 | 4,211.50 | 8,423 |
| | | | | |

| | | | | |
|--------------|-----------|-----------|-----------|-----------|
| TOTAL | 27,105.75 | \$108,423 | 54,211.50 | \$108,423 |
|--------------|-----------|-----------|-----------|-----------|

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.”

Attachment

A Pet Policy

B Community Service Policy