

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

HOUSING AUTHORITY OF THE TOWN OF BOONTON

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the Town of Boonton, New Jersey

PHA Number: N052

PHA Fiscal Year Beginning: (mm/yyyy) 10/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

X The PHA's mission is: (state mission here)

The mission of the Boonton Housing Authority is to provide, through public and private partnerships, decent, safe and sanitary affordable housing for low-income families without discrimination, to improve the quality of life for residents and to promote family self-sufficiency.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

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

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Goal 1: Investigate additional housing opportunities.

Objectives: 1.1 Investigate funding sources by 12/02.

1.2 Identify partners by 12/03.

1.3 Define design characteristics and locate site by 12/01.

1.4 Determine the market by 12/02.

Goal 2: Improve the efficiency of operation.

Objectives: 2.1 Perform assessment of operation by 12/01.

2.2 Implement recommendations by 3/02.

- 2.3 Improve PHAS score to 78.4 by 9/30/02.
 - 2.3.1 Improve PASS score to 19.4 by 9/30/02.
 - 2.3.2 Improve FASS score to 21.6 by 9/30/02
 - 2.3.3 Improve RASS score to 9.3 by 9/30/02

Goal 3: Promote a viable/working resident council.

- Objectives:
- 3.1 Poll residents for interest by 3/04.
 - 3.2 Hold resident elections by 6/04.
 - 3.3 Organize the council (develop by-laws) by 9/04.
 - 3.4 Define the relationship with the BHA by 10/04.

Goal 4: Improve the quality of life for residents.

- Objectives:
- 4.1 Conduct needs assessment by 7/02.
 - 4.2 Provide transportation assistance by 12/04.
 - 4.3 Implement recommendations by 12/04.

Goal 5: Provide the means for family self-sufficiency.

- Objectives:
- 5.1 Define the target population by 6/04.
 - 5.2 Define the service provider by 9/04.
 - 5.3 Establish policy guidelines by 12/04.

Goal 6: Improve building security.

- Objectives:
- 6.1 Provide additional security cameras, especially in elevators, by 12/01.
 - 6.2 Establish resident patrol by 12/01.
 - 6.3 Perform vulnerability assessment by 6/02.
 - 6.4 Define fire safety requirements under State law by 7/02.
 - 6.5 Communicate safety rules and regulations to residents annually.
(on-going)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration: NJ052a01
- X FY 2000 Capital Fund Program Annual Statement: NJ052b01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan: NJ052c01
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)

NJ052d01: Pet Policy

NJ052e01: Implementation of Public Housing Resident Community Service Requirement

NJ052f01: Resident Membership of the PHA Governing Board

NJ052g01: Membership of the Resident Advisory Board

NJ052h01: Progress Report

NJ052i01: PHAS Corrective Action Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☐check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☐check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☐check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4185	5	N/A	5	N/A	N/A	N/A
Income >30% but <=50% of AMI	3470	4	N/A	5	N/A	N/A	N/A
Income >50% but <80% of AMI	4427	1	N/A	5	N/A	N/A	N/A
Elderly	2152	3	N/A	5	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: Morris County, New Jersey
Indicate year: 2000 - 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	76		10
Extremely low income <=30% AMI	51	67%	
Very low income (>30% but <=50% AMI)	16	21%	
Low income (>50% but <80% AMI)	9	12%	
Families with children	43	57%	
Elderly families	10	13%	
Families with Disabilities	12	16%	
White/Non-Hispanic	38	50%	
Black/Non-Hispanic	25	33%	
Hispanic	3	4%	
Asian	10	13%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	32	42%	7
2 BR	21	28%	1
3 BR	19	25%	1
4 BR	4	5%	1
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$197,181.	
b) Public Housing Capital Fund	\$117,106.	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$800,000.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant – FY 2001	\$60,000.	Public Housing Capital improvements
i) HOME		
Other Federal Grants (list below)		
FSS Coordinator Salary	\$45,900.	FSS Coordinator Salary
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 CIAP	\$14,138.	Public Housing Capital Improvements
2000 CFP	\$53,061.	
3. Public Housing Dwelling Rental Income	\$253,560.	Public Housing Operation
4. Other income (list below)	\$24,300.	Public Housing Operation
4. Non-federal sources (list below)		
Total resources	\$1,565,246.	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- X When families are within a certain time of being offered a unit: within ninety days.
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- Other (describe)
- c. Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- X Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
- PHA development site management office
- Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - X Three or More
- b. X 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 X 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)
- X Emergencies
 - X Overhoused
 - X Underhoused

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

c. Preferences

1. X 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)

- X Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- X Residents who live and/or work in the jurisdiction
- X 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)
- X 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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Graduates of or participants in training programs.

4. Relationship of preferences to income targeting requirements:

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

(5) 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)

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

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

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

(6) Deconcentration and Income Mixing

Note: See attachment NJ052a01 in lieu of the following questions.

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

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

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

d. Yes X 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

- X Other (describe below): The current and prior address of the applicant and the name of the current and prior landlord of the applicant.

(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
 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)

- X PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

In cases where the applicant has made a good faith effort, in cases of documented illness and in cases where there is a need for an accessible unit.

(4) Admissions Preferences

- a. Income targeting

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X 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)
- X Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)

Graduates of or participants in training programs.

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.

2 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)

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

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

Graduates of or participants in training programs.

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. X 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:

Flat rent may be less than 30% MAI.

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

X No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- X 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)

- X Success rates of assisted families
- X 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
- X \$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)

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

The Boonton Housing Authority (BHA) is composed of a seven-member Board of Commissioners organized according to State law. The Executive Director reports to the Board and is responsible for the day-to-day operation of the BHA. Reporting to the Executive Director is a) an Executive Assistant who is responsible for contract maintenance, contract security and resident employees, b) a Section 8 Coordinator who is responsible for the Voucher Program and FSS.

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	Expected
--------------	-------------------	----------

	Served at Year Beginning	Turnover
Public Housing	74	8
Section 8 Vouchers	159	5
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
FSS	35	3

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)

- Admissions and Occupancy Policy
- Procurement Policy
- Personnel Policy
- Maintenance Policy
- Resident Lease
- Grievance Procedure
- FSS Action Plan

(2) Section 8 Management: (list below)

- Administrative Plan
- FSS Action Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes X 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)

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

B. Section 8 Tenant-Based Assistance

1. Yes X 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)

- X PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) NJ052b01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) NJ052c01

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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 X 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 X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? 17/07/00

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- 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
- X Public housing admissions policies
- X Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- X 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)

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 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
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

NJ052001

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)

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

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

NJ052001

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - Police regularly testify in and otherwise support eviction cases
 - X Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
3. Which developments are most affected? (list below)

NJ052001

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes X No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17.PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

1. X 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.)

Note: but see attachment NJ052f01.

2. Yes X 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

4. 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)

5. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

6. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Morris County, New Jersey.

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)

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

The Boonton Housing Authority will investigate the development of new housing units.

Other: (list below)

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

The County of Morris has allocated \$60,000. in CDBG funds to the BHA to support capital improvements at NJ052001.

D. Other Information Required by HUD

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

19. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)].

A significant deviation is the deletion or addition of a goal or the change of a deadline of more than one year in the Five-Year plan.

A significant amendment or modification is defined as the following: a.) a major change in a Capital Fund work item which does not involve an emergency situation, b.) a change in tenant selection preferences or rent calculation and c.) a decision to demolish, dispose, convert, designate a public housing site or to operate a homeownership program.

Attachments

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

Attachment NJ0a01 Admissions Policy for Deconcentration

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

Note: NJ052001 is a 74-unit public housing development and the sole public housing development in the inventory of the Boonton Housing Authority. By virtue of its size, it is excluded by 24 CFR 903.2(b)(2).

- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

PHA Plan Table Library

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

See attachment NJ052b01

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

See attachment NJ052c01

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

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

Attachment NJ052b01

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the Town of Boonton		Grant Type and Number Capital Fund Program Grant No: NJ39P05291799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$11,400.	\$11,628.	\$11,628.	\$11,400.
3	1408 Management Improvements	5,000.	12,131.	12,131.	5,000.
4	1410 Administration	6,911.	12,131.	12,131.	6,911.
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	10,310.	10,310.	0
8	1440 Site Acquisition	10,000.	0	0	0
9	1450 Site Improvement	0	1,696.	1,696.	0
10	1460 Dwelling Structures	70,000.	60,340.	58,106.	58,106.
11	1465.1 Dwelling Equipment—Nonexpendable	0	2,565.	2,565.	0
12	1470 Nondwelling Structures	13,000.	4,500.	4,500.	5,875.
13	1475 Nondwelling Equipment	5,000.	6,010.	4,236.	4,796.
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$121,311.	\$121,311.	\$117,303.	\$92,078.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the Town of Boonton	Grant Type and Number Capital Fund Program Grant No: NJ39P05291799 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$5,000.	\$700.	\$700.	\$700.
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the Town of Boonton		Grant Type and Number Capital Fund Program Grant No: NJ39P05291799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ 52-1	Hire part-time Secretary	1406		\$10,000.	\$11,628.	\$11,628.	\$11,400.	completed
	Staff salaries and benefits prorated to modernization program	1410		6,911.	12,131.	12,131	6,911.	on-going
	Purchase of computer hardware	1408		0	5,200.	5,200.		completed
	Purchase of computer software	1408		5,000.	6,931.	6,931.	5,000.	on-going
	Conduct physical needs assessment	1430.2		0	10,310.	10,310.		completed
	Emergency tree removal	1450		0	1,696.	1,696.		completed
	Patch holes in exterior of Riverview	1460		70,000,	2,500.	2,500.	2,500.	completed
	Paint exterior of Riverview	1460		0	17,000.	14,800.	14,800.	completed
	Paint elevator rooms	1460						in progress
	Security room – heating unit	1460		0	1,375.	1,375.	1,375.	completed
	Emergency generator repair	1460		0	3,527.	3,527.	3,527.	completed
	Repair water meter	1460		0	2,500.	2,500.	2,500.	completed
	Emergency carpentry/plumbing	1460		0	2,000.	2,000.	2,000.	
	Emergency elec. repair – comm. rm.	1460		0	2,088.	2,088.	2,088.	completed
	Install carpet elev. rms. and entrance	1460		0	4,000.	3,966.	3,966.	in progress
	Repair community room damage	1460		0	5,350.	5,350.	5,350.	completed
	Emergency elevator repairs	1460		0	20,000.	20,000.	20,000.	in progress
	Install carbon monoxide detectors	1465.1		0	2,565.	2,565.	2,565.	completed
	Purchase maintenance sheds	1470		5,000.	4,500.	4,500.	5,875.	completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the Town of Boonton		Grant Type and Number Capital Fund Program Grant No: NJ39P05291799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Security camera upgrade	1475		0	5,460.	3,696.	4,236.	completed
	Admin. office security system	1475		0	550.	550.	550.	completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the Town of Boonton	Grant Type and Number Capital Fund Program Grant No: NJ39P05250100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	\$5,488.	\$5,488.	0
3	1408 Management Improvements	\$3,000.	11,542.	6,000.	\$3,000.
4	1410 Administration	0	11,524.	6,000.	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,234.	9,173.	9,173.	9,173.
8	1440 Site Acquisition				
9	1450 Site Improvement		3,640.	3,640.	
10	1460 Dwelling Structures	75,000.	60,434.	60,434.	50,000.
11	1465.1 Dwelling Equipment—Nonexpendable	26,000.	13,451.	13,451.	0
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$115,234.	\$115,234.	\$96,215.	\$62,173.
22	Amount of line 21 Related to LBP Activities				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the Town of Boonton	Grant Type and Number Capital Fund Program Grant No: NJ39P05250100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the Town of Boonton		Grant Type and Number Capital Fund Program Grant No: NJ39P05250100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ 52-1	Computer training/software	1406		\$5,488.	0	0	0	in progress
	Hire office clerk – temporary	1408		3,000.	11,524.	3,000.	3,000.	in progress
	Administration	1410		11,524.	0	0	0	in progress
	Fees and costs	1430		11,234.	9,173.	9,173.	9,173.	in progress
	Replace soffits, fascia, gutters	1460		30,000.	49,143.	49,143.	49,143.	completed
	Replace roofing	1460		25,000.	0	0	0	FY 2005
	Improve roof drainage	1460		20,000.	0	0	0	FY 2005
	Install sprinklers in basement	1460		26,000.	0	0	0	FY 2005
	Sheetrock elevator rooms	1460		0	4,560.	4,560.	0	in progress
	Sheetrock apartments	1460		0	4,500.	4,500.	0	in progress
	Install security cameras	1465.1		0	13,451.	13,451.	0	in progress
	Install electric latches on fire doors	1460		0	2,231.	2,231.	857.	in progress
	Resurface playground	1450		0	3,640	3,640.		in progress

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the Town of Boonton	Grant Type and Number Capital Fund Program Grant No: NJ39P05250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$6,000.			
3	1408 Management Improvements	23,421.			
4	1410 Administration	11,710.			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,370.			
8	1440 Site Acquisition				
9	1450 Site Improvement	6,605.			
10	1460 Dwelling Structures	49,000.			
11	1465.1 Dwelling Equipment—Nonexpendable	11,000.			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$117,106.			
22	Amount of line 21 Related to LBP Activities				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the Town of Boonton	Grant Type and Number Capital Fund Program Grant No: NJ39P05250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the Town of Boonton		Grant Type and Number Capital Fund Program Grant No: NJ39P05250101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ 52-1	Hire P/T Office Clerk	1406		\$6,000.				
	Purchase vehicle	1408		23,421.				
	Administrative salaries pro-rated	1410		11,710.				
	A/E Fees	1430		9,370.				
	Resurface parking lots	1450		3,000.				
	Paint and resurface playground area	1450		3,605.				
	Sheetrock six apartments	1460	6	14,000.				
	Replace apartment entrance door locks	1460	60	30,000.				
	Install apartment screen doors	1460	60	5,000.				
	Repair A/C unit in comm. and sec.room	1465		5,000.				
	Install camera/intercom Admin bldg.	1465		3,000.				
	Electric layches on fire gate doors	1485.1		3,000.				

Attachment NJ052c01

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of the Town of Boonton		<input checked="" type="checkbox"/> Original 5-Year Plan			
		<input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
NJ 52-1		\$117,106.	\$117,106.	\$117,106.	\$117,106.
CFP Funds Listed for 5-year planning		\$117,106.	\$117,106.	\$117,106.	\$117,106.
Replacement Housing Factor Funds					

Attachment NJ052d01
Pet Policy

Residents of the Boonton Housing Authority (BHA) have the right to own common household pets subject to the reasonable requirements of the LBHA. Among those reasonable requirements are that the pet be licensed and registered with the Town of Boonton Board of Health. Evidence of licensing and registration must be presented to the BHA and pet ownership must be approved in advance by the BHA.

The Pet Policy limits the kind of pet, the number and weight of the pet(s) and mandates a pet deposit of \$100.00. The policy also limits the behavior of the pet and describes the conditions for the removal of the pet from the premises of the BHA.

Attachment NJ052e01
Implementation of Public Housing Resident Community Service Requirement

As a condition of occupancy in the public housing owned by the HA, each non-exempt adult will have to contribute eight hours per month of community service or participate in an economic self-sufficiency program for eight hours per month.

Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

Economic self-sufficiency program is any program designed to encourage, assist, train or facilitate the economic independence of residents and their families or provide work for participants.

An exempt individual is an adult who:

1. is 62 years of age or older, or
2. is a person with a vision impairment or other person with disabilities as defined under 216 (i)(1) or 1614 of the Social Security Act, and who certifies that because of this disability she or he is unable to comply with this requirement, or is a primary caretaker of such a person, or
3. is engaged in a work activity as defined under section 407 (d) of the Social Security Act as in effect on or after July 1, 1997, or
4. meets the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act or under any other welfare program of the State, including a State-administered welfare-to-work program, or

5. is in a family receiving assistance under a State program funded under

Part A of Title IV of the Social Security Act or under any other welfare program of the State including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

At the time of the regularly scheduled reexamination, the HA will review the extent of compliance with this requirement on the part of the family member(s) who is subject to the requirement. If the person is found not to be in compliance, the HA will so notify the person of the noncompliance and inform the person that this determination is subject to the grievance procedure. The person will also be notified that unless he/she enters into an agreement to cure the noncompliance during the next twelve-month period, the lease of the family of which the person is a member will not be renewed. A cure of the noncompliance involves completing as many additional hours as is necessary during the twelve-month term of the lease.

**Attachment NJ052f01
Resident Membership of the PHA Governing Board**

The resident who is also a commissioner of the housing authority is Munir Mughal. He was appointed by the Board of Aldermen and his term of office is from 2000 to 2004.

**Attachment NJ052g01
Membership of the Resident Advisory Board**

The members of the Resident Advisory Board are:

Aaron Young	Julia Villegas	Alfred Miller	Beatrice Miller
Ann Horvat	Mary Drabik	Susan McConville	Zeenat Chaudry
Tiera Griffin	Lavine Beston	Arthur Lefkowitz	Gail Hayes
Sylvia Lewis	Patrick Davies	Mildred Flatt	

**Attachment NJ052h01
Progress Report**

Goal 1: Investigate additional housing opportunities.

Efforts to create a not-for-profit arm of the BHA have started. There is much research and involvement to this goal and will require more time to meet this objective. Deadlines have been extended in this year's plan.

Goal 2: Improve the efficiency of operation.

Objective 2.1: Perform assessment of operation

An operational assessment has been done and the following improvements have been instituted.

Advise the governing body of the status of commissioners and qualified replacements.

Obtained current information from DCA regarding the current status of each commissioner. Advised all commissioners of their status and informed those commissioners who had to finish their state required training of their deadline dates to do so.

The Board of Commissioners are provided with a monthly status/ progress report from all departments, including: CFP/CGP/CDBG contracts/professional service contracts and financial status of the BHA at every Board Meeting. The members of the Board have time to review question, and approve/disapprove of the reports.

Revise and update job descriptions for all employees.

This task was completed and implemented. As job duties change for each staff person, an amendment to their duties are reviewed and agreed upon with the Personnel Committee on an as-needed basis

Create employee evaluation format.

This task has been completed. Evaluations are conducted annually. Employees complete a form, the immediate supervisors complete a form. A meeting is scheduled with the Personnel Committee, staff person and the Executive Director to discuss the evaluation elements. The format is used as a management tool to further the professional, efficient economical steps towards the goals established in our MASS and SEMAP performance indicators.

Provide Employee Training.

Staff are scheduled to attend a minimum of three annual training functions planned and organized by the NJHARA/NJNAHRO professional development organizations throughout the year.

Specialized training of staff is scheduled on an as-needed basis and as it relates to their specific job duties or responsibilities.

Complete office automation

Office automation is completed started 7/2000

We will officially be running “on-line” by April 2, 2001 both Section 8 and Public Housing.

All HUD mandated Internet upload connections are in place and operating, i.e.:

REAC
PIC
MTCS
FINANCIAL
SEMAP
MASS
5 Year Plan - Annual Plan
Tenant Income Discrepancy Reports

Complete Office Building.

Completed and occupied by staff in 1998.

Update client lease agreement.

Lease agreement is updated annually by the BHA or on an as-needed basis when regulation or statutory changes require it.

Establish mail only policy for rent collection.

Rent statements are being mailed to resident on a monthly basis to identify actual monies due the BHA for rent, agreements and other charges.

Due to the literacy and language barriers, office staff assist some residents to fill out checks or money orders. Mailing rent payments to the bank is not feasible.

Bank drops are not an option since there are not enough units available for the bank to do rent bank drop reports.

Establish Maintenance Policy

This goal was established through the contract service agreement. In addition a program for work orders was purchased to help assign and monitor the work order request by resident. This was purchased in 7/2000.

Tenants are required to call in work orders to the main office so that they can be assigned and logged.

The maintenance operation was reviewed and it was found to be in the best interest of the BHA to do “contract” maintenance, which has been in effect since 1998 to present.

Institute rigid inspection program

Annual inspections are conducted once each year. In addition to this, we have a 30 day follow up inspection on new move-ins. There is a 6-month probationary option on new move-ins, if it is felt they need follow up. There is also a probationary housekeeping inspection program that is used when we have tenants with very bad housekeeping habits.

In addition, preliminary oversight inspections are done monthly when we escort the exterminator through the apartments.

On or about June of each year, a spot inspection is completed to prepare for the REAC inspections as much as possible.

Hire Inspector/Maintenance Director:

Several approaches have been taken to address this concern since 1998. We are still seeking the best solution to overseeing the Maintenance Department/Staff (contract employee(2)) Due to the lack of professional development on both their parts, it requires a lot more supervision on the BHA management's staff than was anticipated.

Rewritten objective 2.3

Objective 2.3 was rewritten to require specific quantitative improvements to the PHAS indicators.

Goal 3: Promote a viable/working resident council.

Activities to achieve these objectives are scheduled to start on calendar year 2004.

Goal 4: Improve the quality of life for residents.

Activities to achieve these objectives are scheduled to start in July 2002 and to continue throughout 2004. However, the BHA has taken steps to improve communication with residents.

Improve the Client Relationship:

The BHA staff meets with the residents monthly.

The Board of Commissioners meet at the site location every quarter to give residents an opportunity to interact and converse with the Board.

A resident survey will be devised and mailed to residents before 12/30/01.

In order to continue receiving information, a “a suggestion box’ has been placed in the lobby of the building encouraging residents to get involved.

Goal 5: Provide the means for family self-sufficiency.

Activities to achieve these objectives are scheduled to start on calendar year 2004.

Goal 6: Improve building security.

Objective 6.1: Provide additional security camers,especially in elevators, by 12/01.

Cameras have been installed in the front of the building in 1999-2000. The rear will be completed by 12/2001.

Objective 6.2: Establish resident patrol by 12/2001.

We have hired one resident part time to perform security guard services in addition to hiring a security guard firm to provide services to the buildings.

Objective 6.3: Perform vulnerability assessment by 6/2002.

The activity will be scheduled with the Town of Boonton Police Department and completed by 12/30/01.

Objective 6.4: Define fire safety requirements under State law by 7/2002.

Activities to complete this objective will begin in 2002.

In addition to the goals and objectives above, addition security-related work has been accomplished as follows:

- A resident ID program was instituted and completed in 1999-2000.
- More exterior lighting will be provided and is scheduled to be completed in 2002.
- A tenant manual with security-related information has been prepared and is given to each tenant when they move in.
- A loitering and curfew policy is being investigated to see if it can be legally enforced.
- Apartment numbers have been provide on apartment entrance doors.

**Attachment NJ052i01
PHAS Corrective Action Plan**

The attached latter and schedule was prepared in response to the latest REAC PASS inspection.

April 26, 2001

Mr. Carmen Valenti, Director of Public Housing
U.S. Department of Housing and Urban Development
One Newark Center
Newark, NJ 07102-5260

Subject: Public Housing Assessment System (PHAS) FYE 9/30/2000
Negotiated Corrective Action Plan (CAP)

Attention: Balu Thumar

Dear Mr. Valenti:

The Boonton Housing Authority is always working towards continued improvements at both of our housing sites. Being that we are a small authority, we try to spend our dollars wisely, as well as work towards making improvements in a logical, and cost-effective manner.

In some instances, items that were identified as deficient were already scheduled to be done under CIAP, CGP or CDBG at the time the REAC inspections were scheduled. As you know, we have been making continued improvements over the past five years to address any and all matters that impact the physical structure of the buildings and/or make improvements to the quality of life for our residents.

With limited resources available, both staffing and financial, the timing of REAC inspections and the fact that they do not take into consideration any of the plans to make these "major" repairs under the 5 Year/Annual Plans, do not give us the opportunity to spend the limited dollars we have in a more cost effective manner. We will be submitting budget revisions so that I can address some of these issues through the RFQ methods' verses the Sealed Bidding processes which gave us a larger scope of work and more opportunity to spend the monies wisely.

We have submitted the attached schedule for repairs to be met based on the inspection of FY 2000. However, if the repair seems to be constant throughout the report, we will be attempting to address those "similar" problems throughout the total 74 units and not just those identified in the inspection.

If I can be of any further assistants to you, feel free to contact me at 973-335-0846.

Sincerely,

Sherry L. Sims
Executive Director

Attachment

BOONTON HOUSING AUTHORITY

CORRECTION ACTION PLAN

REAC INSPECTION - FY 2000

Building Exterior	Roof: Soffits/Fascia Damaged	Repaired/Replaced 3/01
	Walls: Stained/Peeling/ Needs paint	Location not identified. To be scraped and painted by 9/31/01
	Screens: Damaged & Missing screens	All screens are to be replaced by 7/31/01
RIVERVIEW APARTMENTS		
	Site: Fencing and Gates Damaged/Falling/ Leaning	Location to be identified and Repaired by 6/30/01
	Missing sections	To be identified and replaced by 9/30/01
	Playground Area and Equipment: Deteriorated play area surface	Area surface will be replaced by 5/30/01
Building Exterior:	Missing pieces/holes/spalling	Wall repairs have been completed and painted as of 4/30/01
	Windows: Damaged and missing screens	All damaged and missing screens will be identified and replaced by 6/30/01
	Boiler Room: Missing breakers/fuses	Replace boiler room breakers immediately by 11/2000
	3 rd Floor: Missing cover on junction box	Replace missing covers on junction box immediately by 11/2000
Common Areas:	Basement Walls: damaged?	Walls will be repainted by 12/2000

	Community room Ceiling – Water stains/water damaged/mold/mildew	Replace all damaged ceiling tiles by 12/30/00
	Stairwell #2 Missing locks on fire doors	Temporary replacement of door lock to be done immediately by 11/2000. CDBG provided funds to replace all fire doors and hardware in the elevator room and stairwells by 12/2001
	Electrical: Missing covers in stairwell to roof	To be replaced immediately and no later than 11/20/00
	Graffiti : Halls, Stairwells, Corridors	Remove all graffiti throughout the building by chemical, paint or washing walls by 7/30/01
	Walls: Peeling Paint	All Ceiling & Walls were scraped and painted as of 4/30/01 in the stairwells, balconies, elevator rooms
Laundry Room	Ceiling: Holes, missing tiles, panels, cracks	This room will be renovated by 9/30/01
	GFI switch: Inoperable	Replace GFI switch by 11/2000
Balcony	Ceiling: holes, missing tiles/panels/cracks	Repairs and painting done by 4/30/01
Restrooms - RV community room	Plumbing: Leaking faucet/pipes in the ladies room	Fix leaking toilet immediately. Replace leaking shut off valves in ladies room by 4/30/01

<p>Apt 1G</p>	<p>Shower-Tub -faucet not working</p> <p>Ceiling: Peeling paint in bathroom</p> <p>Damaged hardware/locks on an entry door of the apartment.</p> <p>Walls damaged</p>	<p>To be done by 11/00</p> <p>To be scraped and painted by in-house maintenance staff by 5/30/01</p> <p>This was repaired the same day as the inspection.</p> <p>Location was not identified</p>
<p>Apt. 2B</p>	<p>Bathroom: Water closet/toilet - damaged/clogged/missing</p> <p>Peeling Paint</p> <p>Doors: Damaged door lock</p> <p>Kitchen stove: Inoperable, missing or damaged</p> <p>Kitchen lights : missing or inoperable fixture</p>	<p>No specific problem identified by inspection.</p> <p>All bathrooms will be scrapped and painted by 6/30/01</p> <p>Replaced damaged door lock immediately.</p> <p>The BHA provides all appliances, therefore it was not missing. The inspection report did not specify the specific problem, however it will be troubleshooting and repairs made immediately.</p> <p>Fixture will be repaired by 6/30/00.</p>
<p>Apt 2D</p>	<p>Bathroom: Repair leaking faucets/pipes</p> <p>Scrape and paint bathroom ceilings and walls</p>	<p>Repair leaking faucets 12/00</p> <p>To be completed by 6/30/01</p>

Apt. 2G	<p>Bathroom: Repair lavatory sink</p> <p>Scrape and paint bathroom ceiling and walls</p> <p>Scrape and paint peeling window sills</p>	<p>To be completed by 12/00</p> <p>To be completed by 6/30/01</p> <p>To be completed by 9/30/01</p>
Apt 3F	<p>Kitchen: Range/Stove - missing damaged/inoperable</p> <p>Bathroom: Scrape and paint bathroom ceiling and walls</p>	<p>The BHA provides all appliances therefore they are not missing. The inspection does not specify a particular problem, therefore we will troubleshoot stove and make needed repairs if any.</p> <p>To be completed by 6/30/01</p>
Apt 4A	<p>Doors: Repair damaged hardware and locks</p> <p>Windows: Scrape & paint peeling window sills</p> <p>Bathrooms: Scrape and paint ceilings and walls</p>	<p>To be repaired w/i 24 hours for safety</p> <p>To be completed by 6/30/01</p> <p>To be completed by 6/30/01</p>
Apt. 4G	Doors: Repair damaged hardware/locks	To be done within 48 hours for safety. To be completed by 12/00

<p>Apt. 4H</p>	<p>Doors: Repair damaged hardware/locks</p> <p>Kitchen: Repair Stove</p> <p>Outlets/Switches: Replace missing and broken cover plates</p> <p>Walls: Scrape and paint peeling paint</p>	<p>To be done within 48 hours for safety and no later than 12/00.</p> <p>The BHA provides all appliances therefore they are not missing. The inspection does not specify a particular problem, therefore we will troubleshoot stove and make needed repairs if any. To be completed by 11/00</p> <p>To be completed by 12/00</p> <p>To be completed by 6/30/01</p>
<p>Apt. 4-I</p>	<p>Bathroom: Repair lavatory sink</p> <p>Scrape and paint peeling paint ceilings and walls</p> <p>Kitchen: Stove Repair</p>	<p>To be completed by 6/30/01</p> <p>To be completed by 6/30/01</p> <p>The BHA provides all appliances therefore they are not missing. The inspection does not specify a particular problem, therefore we will troubleshoot stove and make needed repairs if any To be completed by 9/30/01</p>
<p>Apt 5E</p>	<p>Bathroom: Plumbing- leaking faucet</p> <p>Ceiling and walls scraped and repainted</p>	<p>Repair by 12/00</p> <p>To be completed by 6/30/01</p>
<p>Apt 5H</p>	<p>Kitchen: Stove Repair</p>	

Apt.6C	Call for Aid Button: Inoperable	Repair immediately, safety and emergency call button to be completed by 11/00
Chestnut Street Property Building 2:		
	Roof: Damaged and clogged drainage Down spouts/Gutters	All Soffits, Gutters, down spouts and fascia boards were replaced by 3/01
	Exterior walls: Painting	The buildings are brick. Specific locations were not identified, however all of the fascia boards were replaced in and covered with vinyl as of 3/30/01
	Windows: Screens - damaged or missing	There re 14 cottages, no specific cottage was identified, therefore, screens will be repaired during annual inspection of units by 9/30/01

Unit 6	<p>Doors: Rear storm door does not close properly.</p> <p>Refrigerator:</p>	<p>Work order will be written up and repaired during annual inspection by 6/30/01</p> <p>Nothing specified. The BHA provides all appliances so they are not missing, or inoperable or damaged. Report needs to specify particular repair needed. We will troubleshoot all refrigerators during annual inspections by 9/30/01</p>
Building # 3 - Exterior	<p>Roofs: Damaged Soffits/Fascia</p> <p>Clogged Drains</p> <p>Peeling Paint</p> <p>Screens - Missing</p>	<p>Replaced as of 3/01</p> <p>“</p> <p>fascia board covered with vinyl</p> <p>identified during annual inspection time.</p>
Unit 8	<p>Bathroom: Leaking faucet/pipes</p> <p>Peeling paint</p>	<p>Repaired by 12/30/01</p> <p>To be done by 6/30/01</p>
Building #4 - Exterior	<p>Roof: Soffits/Fascia Down spouts/gutters</p> <p>Walls: Peeling Paint</p>	<p>Replaced 3/01</p>
Unit 11	<p>Ceiling: Holes/ Missing tiles panels</p>	<p>Ceiling to be replaced by 6/30/01</p>
Building 6 -Common Areas	<p>Walls - Water stains/damage/mold/mildew</p>	<p>No specific area was identified so we will troubleshoot the areas to find this problem by 9/30/01</p>

Note: All bathrooms at Riverview Apartments will be scraped and painted by 9/30/2001 without exception by our in-house maintenance staff.