

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 2002

NJ062
Cape May Housing Authority
639 Lafayette Street
Cape May, New Jersey 08204

**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: Cape May Housing Authority

PHA Number: NJ062

PHA Fiscal Year Beginning: 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.
- The PHA's mission is:

The Cape May Housing Authority is committed to achieving excellence in providing safe, clean, and modern housing assistance while promoting self-sufficiency, upward mobility, and partnership with our residents and others to enhance the quality of life in our communities.

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) **94.7%**
 - 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)

ANNUAL GOALS and OBJECTIVES FOR 10/1/2001 – 9/30/2002

This Five-Year Agency Plan covers years 2000-2004. The goals and objectives are for the Annual Year of 10/1/2001-9/30/2002. They are listed below.

The first official and most recent PHAS score that was awarded to the Housing Authority was 94.7%, which gave the Authority a status of being a HUD-designated “High Performer”. This was achieved by meeting its annual goals and objectives. Therefore the Authority has deemed it essential to retain its original goals and objectives. For this fiscal year, the Authority has added two additional goals and objectives.

GOAL #1: The Cape May Housing Authority’s mission is to manage its existing public housing program in an efficient and effective manner thereby qualifying as at least a “standard performer” under the Public Housing Assessment System.

- Objectives:
1. The Authority anticipates retaining the status of “high performer” for FYE 2002.
 - (a) The Authority anticipates maintaining a waiting list of sufficient size so that the Authority can fill its public housing units within 15 days of their becoming vacant.
 - (b) The Housing Authority’s mission is to continue to maintain its rent collection at 95% or above over the next five years.

- (c) The Housing Authority’s mission is to continue to sustain its occupancy of nothing less than 95% over the next five years.

Goal #2: A major goal of the Cape May Housing Authority shall be to continue to administrate its business affairs in a fiscally prudent manner. The Authority anticipates remaining in full compliance with all applicable standards and regulations including government generally accepted accounting practices known as GAAP accounting.

- Objectives:
1. The Authority shall operate in such a manner as to ensure that income exceeds expenses every year.
 2. The Authority shall maintain its operating reserves at a level of at least 80% between the period of October 1, 2000 to 2004.
 3. **The Cape May Housing Authority shall continue to invest its reserves in accordance with the Authority’s Investment Policy and manage funds prudently.**

Goal #3 The Cape May Housing Authority is committed to improving the quality of assisted housing stock and its units.

Objectives: 1. The Authority expects to improve or maintain its public housing management or (PHAS) score.

(a) The Authority expects to perform an annual inspection of all units according to the Uniform Physical Conditions Standards. If the Authority deems that additional inspections will improve the conditions of the units, the Authority will increase inspections on an as-needed basis.

(b) In order to improve the quality of individual dwelling units, the Authority anticipates painting 11 apartments a year over the next five-year period. *The restriction of painting 11 units per year is due to the restriction of funds and the necessity of ensuring prudent fiscal management.*

Goal #4 The Authority is committed to ensuring a safe environment.

- Objectives:
1. The Authority will continue to enforce a strong “One Strike and You’re Out” Policy.
 2. The Authority will continue to maintain an update its, “Defiant Trespassers List” on a semi-annual basis.
 3. The Authority is committed to performing background checks on all new applicants.

Goal #5 The Authority’s mission is to improve the quality of life and economic vitality by improving the living environment.

- Objective 1. The Authority plans to continue its occupancy of 40% or more of families, whose income

does not exceed 30% of the Area Median Income (AMI).

- (a) The Authority anticipates – to the extent possible with the availability of applicants with the appropriate income – being able to continue to maintain an equal balance and variety of incomes of residents below 30% of the Area Median Income.

Goal #6 The Housing Authority will review its Physical Needs Assessment on an annual basis and prioritize the modernization needs based on the severity of the problem.

- Objective:
- 1. The Authority will examine the funds available and prioritize the modernization work. Items to be performed during each of the next five years is based upon the severity of the need.

Goal: #7 The Housing Authority is committed to having an effective, fully functioning, democratically elected Resident Council (RC)/Resident Advisory Board (RAB).

- Objectives:
- 1. The Authority anticipates supporting the RC/RAB by providing supplies, such as binders, note pads, pencils, pens, etc.
 - 2. Where funds are available, or until the Final Rule has been written regarding funding for RC/RABs, the Authority anticipates supporting the RC/RAB with an annual sum of \$500. To operate the RC/RAB, as an entity. Financial support shall be provided only to the extent that members of the RC/RAB demonstrate fiscal responsibility/accountability by providing quarterly financial reports to the Authority indicating the expenses relating only to RC/RAB activities.
 - 3. Maintain and improve relationship with RC/RAB by having management and/or a Board Commissioner attend 50% of the RC/RAB meetings.
 - 4. The Authority expects to solicit new members from the resident population to the RC/RAB should an opening occur as outlined in the Resident Advisory Board Guidelines located in the Annual Plan/Resident Advisory Board section.

Goal: #8 The Housing Authority is committed to improving the heating and air conditioning system.

- Objective:
- 1. The Authority will upgrade heat pumps by purchasing 25 new units at cost Of \$900 per unit.

Goal: #9 The Housing Authority is committed to improve specific apartments targeted for repair

Objective: 1. The Authority will improve its housing stock by replacing flooring in 15% or (in 5) of its units.

Goal: #10 The Housing Authority will put forth a beautification project in an effort to increase the marketability of its units .

Objective: 1. The Authority will plant spreading hews (or other evergreen bushes) along the main areas of the complex at Lafayette Street.

EVALUATION OF ANNUAL GOALS and OBJECTIVES: FYE: 2000

As noted in the Executive Summary, the Authority's Five-Year Agency Plan covers the fiscal years 2000-2004. Within the Five-Year Agency Plan, there is an Annual Plan that covers a specified year. This Agency Plan addresses the FY 10/1/2001-9/30/2002.

Beginning with the first Five-Year Agency Plan and continuing with each fiscal year, thereafter, the Cape May Housing Authority is obligated to report and/or explain any significant changes that affected the Agency's financial situation or any situation that effected the provision of services to its residents and the effect those changes had on the Authority's ability to meet the goals and objectives set forth in the five-year plan. The current year the Authority must evaluate is fiscal year ending 9/30/2000. In addition, the Authority must explain the method of defining its success or failures in meeting these goals and objectives.

THE EVALUATION TOOL

The evaluation of the successes and/or failures of the Housing Authority in meeting its goals and objectives for the first Annual Plan (2000-2001) can be reviewed on the chart entitled, "FISCAL YEAR-2001 AGENCY SUBMISSION-PROGRESS REPORT ON ACHIEVEMENT OF GOALS AND OBJECTIVES OF PLAN SUBMITTED 7-2000. The method of evaluating the success or failures rate has been translated and recorded as a (%) percent.

The evaluation can be found in Attachment "A" – Progress Report on Goals and Objectives Submitted in the 7-2000 AGENCY PLAN (File name: nj062a01)

PHAS SCORE FOR FYE: 9/30/2000 WAS 96.7

DEVIATIONS FROM ORIGINAL GOALS & OBJECTIVES - NONE

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Overview

*Since the passage of the National Housing Act in 1934, no legislation has impacted the administrative functions of HUD and Public Housing Agencies (PHAs) more than the **Quality Housing and Work Responsibility Act of 1998 (1998 Act)** of October 21, 1998. The 1998 Act, attached to the FFY-1999 Appropriations Bill, dramatically and permanently amends the laws governing the administration of the public housing and Section 8 programs.*

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 21st Century as a modernized and revitalized department with restored public trust and adequate performance-based systems for its programs, operations and employees. Likewise, through the implementation of the 1998 Act, PHAs are required to assess management and operational practices and develop a plan that will ensure that the PHAs meet established goals and objectives. The Agency Plan combines the Five-Year Plan and the Annual Plan.

Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. **The Agency Plan contains a FY-2000-FY 2004** Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY-2002 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS. Progress towards meeting goals and objectives will continue to be monitored by the Executive Director and the Board of Commissioners.

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:

- Attachment "A" – Progress Report on Goals & Objectives Submitted in the 7-2000 Agency Plan – (nj062a01).
- Attachment "B" -- Admissions Policy for Deconcentration – (nj062b01)
- Attachment "C" -- FY 2001 Capital Fund Program Annual Statement – (nj062c01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Attachment "F" – Comments of Resident Advisory Board or Boards – (nj062f01).

Required Attachments (continued):

- Attachment “G” – Listing of Resident Advisory Board Members – (nj062g01)
- Attachment “H” – Resident Membership of the Governing Body – (nj062h01)
- Attachment “I” – Pet Policy – (nj062i01)
- Attachment “J” – Implementation of Public Housing Resident Community Service Requirements – (nj062j01)

Optional Attachments:

- Attachment “D” -- PHA Management Organizational Chart – (nj062d01)
- Attachment “E” – FY 2001 Capital Fund Program Five-Year Action Plan – (nj062e01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Other (List below, providing each attachment name)

- a. Attachment “Form HUD-50070, Certification for a Drug-Free Workplace
- b. Form HUD 50071, Certification of Payments to Influence Federal Transactions
- c. Standard Form SF-LLL and SF-LLLa, Disclosure of Lobbying Activities (where applicable)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans No Fair Housing violations as per latest audit: 9/30/2000
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; 6/18/2001
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X N/A	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 Resolution #2001-12 Number of units are fewer than 100
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs FY 2001
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public	Annual Plan: Designation of

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing (Designated Housing Plans)	Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency (Area agencies interface with Housing Authority)	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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 9/30/2000 No Findings
N/A	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	3,656	5	4	4	3	2	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income >30% but <=50% of AMI	1,035	4	3	3	3	2	2
Income >50% but <80% of AMI	675	3	2	2	2	2	2
Elderly	1,532	4	3	3	4	2	4
Families with Disabilities	N/A	---	---	---	---	---	---
Race/Ethnicity (1)	322	4	3	3	3	3	3
Race/Ethnicity (2)	4,937	4	3	3	3	3	3
Race/Ethnicity (3)	107	4	3	3	3	3	3
Race/Ethnicity (4)	0	---	---	---	---	---	---

**(1) Black, non-Hispanic; (2) White, non-Hispanic; (3) Hispanic; and
(4) Islander/American Indian**

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1993**
- U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	44		22
Extremely low income <=30% AMI	36	82%	
Very low income (>30% but <=50% AMI)	6	14%	
Low income (>50% but <80% AMI)	2	4%	
Families with children	20	45%	
Elderly families	0	---	
Families with Disabilities	0	---	
Race/ethnicity (1)	12	27%	
Race/ethnicity (2)	6	14%	
Race/ethnicity (3)	8	18%	
Race/ethnicity (4)	0	---	
(1) Black, non-Hispanic; (2) White, non-Hispanic; (3) Hispanic; and (4) Islander/American Indian			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	12	27%	
1 BR	11	25%	
2 BR	9	20%	
3 BR	12	27%	
4 BR	0	0	

Housing Needs of Families on the Waiting List			
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> 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

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
(Adopt 18-month increase exclusion)
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$215,274	
b) Public Housing Capital Fund	\$133,999	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)	\$5,500	
Interest	\$10,120	
5. Non-federal sources (list below)		
Total resources	\$541,785	

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)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

Eligibility is determined as soon as possible after the initial interview.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) – **Credit Check**

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

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

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Handicapped based on need

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

#1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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)]

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)

The Cape May Housing Authority’s policy on deconcentration may be found as Attachment “B” – Admissions Policy for Deconcentration – (File Name: nj062b01).

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:

NOTE: 82% of applicants are <30% of AMI

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

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

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

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

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

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. **Attachment “D” – PHA Organizational Chart – (File Name: nj062d01)**
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	85	20
Section 8 Vouchers		
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)		

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)

Contract with vendor to prevent pest infestation.

(2) Section 8 Management: (list below)

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment "C" – FY 2001 Capital Fund Program Annual Statement – (File Name: nj062c01)**.

-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) **Attachment "E" – FY 2001 Capital Fund Program Five-Year Action Plan – (File Name: nj062e01)**.

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

95% of current residents are employed.

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

- 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

As required under PIH #2000-43 issued September 18, 2000, the Cape May Housing Authority's Community Service policy may be found as Attachment "J" – Implementation of Public Housing Resident Community Service Requirements – (File Name: nj062j01).

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
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

As required under PIH #2000-43 issued September 18, 2000, the Cape May Housing Authority's statement on its Pet Policy may be found as Attachment "I" – Pet Policy – (File Name: nj062i01).

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. **YES**

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Being officially designated as a high performer, the Authority is exempt from #17 (Asset Management). However, the Authority plans to continue to do modification tasks and asset management activities, funds permitting.

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

For a current listing of RAB members, please refer to Attachment “G” – Listing of Resident Advisory Board Members – (File Name: nj062g01).

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
Attachment “F” – Comments of Resident Advisory Board – (File Name: nj062f01).
 - Provided below:

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

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

d. **Appointed – Resident Board Members:**

One (1) Board member is appointed by the governor of the State of NJ

Five (5) Board members are appointed by City Council

One (1) Board member is appointed by the mayor

For additional information on the Cape May Housing Authority’s resident commissioner, please refer to Attachment “H” – Resident Membership of the Governing Body” – (File Name: nj062h01).

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

D. Other Information Required by HUD

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

Housing Needs identified in the Comprehensive Plan for Cape May County, NJ when developing this second Five-Year Agency Plan.

The first Cape May County Comprehensive Plan, adopted in 1962, lacked a specific section devoted to housing issues. Housing was addressed in general terms only under the land use section of the Plan and no analysis of countywide housing or housing needs were presented. The 1976 and 1978 versions of the Plan discussed housing policies, referring to the housing needs of low- and moderate-income persons. The reason for this discussion was the 1975 New Jersey Supreme Court ruling, commonly referred to as the “Mt. Laurel decision.” The decision eventually led to the adoption of the New Jersey Fair Housing Act in 1985, which, in turn, led to the formation of the New Jersey Council on Affordable Housing. As a result, the 1985 Cape May County Comprehensive Plan was the first to address this municipal responsibility and establish county policies in this regard.

Each municipality should determine the range of housing program to be utilized in fulfilling their low- and moderate-income housing obligations as determined by the New Jersey Council on Affordable Housing. Whenever possible, the county Planning Board will assist municipalities, upon request, in exploring the various alternatives that

could enable them to meet this need. At a minimum, municipalities should provide for the following in order to meet their low- and moderate-income housing responsibility.

- (a) Review of development ordinances to eliminate excessive cost generating items;
- (b) Provide incentives or bonus zoning techniques for provision of low- and moderate-cost housing;
- (c) See federal and state funding for housing rehabilitation programs to aid low- and moderate-income families in meeting housing code requirements and;
- (d) Encourage rehabilitation of older homes having good architectural and structural qualities.

As required by PIH 2001-4 issued January 19, 2001, the Cape May Housing Authority is submitting the following information to HUD as an attachment:

- 1. Attachment “G” – Listing of the Resident Advisory Board Members – nj062g01**

As required by PIH 2000-43 issued September 18, 2000, the Cape May Housing Authority is submitting the following information to HUD as attachments:

- 2. Attachment “A” – Progress Report on Goals and Objectives Submitted in the 7-2000 Agency Plan -- nj062a01**
- 3. Attachment “H” – Resident Membership of the PHA Governing Board – nj062h01**
- 4. Attachment “I” – Pet Policy -- nj062i01**
- 5. Attachment “J” – Implementation of Public Housing Resident Community Service Requirements – nj062j01**

Attachments

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

The following is a sequential list of **all attachments** (required and optional) submitted with the Cape May Housing Authority's Five-Year Agency Plan [2000-2004]:

Attachment	Description	File Name
A	Progress Report on Goals & Objectives Submitted in the 7-2000 Agency Plan	nj062a01
B	Admissions Policy for Deconcentration	nj062b01
C	FY2001 Capital Fund Program Annual Statement	nj062c01
D	PHA Management Organizational Chart	nj062d01
E	FY2001 Capital Fund Program Five-Year Action Plan	nj062e01
F	Comments of Resident Advisory Board	nj062f01
G	Listing of Resident Advisory Board Members	nj062g01
H	Resident Membership of the Governing Body	nj062h01
I	Pet Policy	nj062i01
J	Implementation of Public Housing Resident Community Service Requirements	nj062j01

- ◆ Attachment "Form HUD-50070, Certification for a Drug-Free Workplace
- ◆ Form HUD 50071, Certification of Payments to Influence Federal Transactions
- ◆ Standard Form SF-LLL and SF-LLLa, Disclosure of Lobbying Activities (where applicable)

PHA Plan Table Library

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

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

Capital Fund Grant Number 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)

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 "A"
Progress Report on Goals and Objectives Submitted in the 7-2000 Agency Plan
(File Name: nj062a01)

FISCAL YEAR 2001 AGENCY SUBMISSION
PROGRESS REPORT ON
ACHIEVEMENT OF GOALS AND OBJECTIVES OF PLAN SUBMITTED 7-2000

GOALS & OBJECTIVES	(Per Cent) Met
Goal 1. Managing PHA efficiently & effective-Qualifying as "Standard Performer"	
Retaining current status of "high performer"	100%
Maintaining sufficient waiting list for 15 day occupancy turnaround	100%
Maintain rent collection at 95%	100%
Sustain occupancy rate of nothing less than 95%	100%
Goal 2. Operate with fiscal prudence/GAAP accounting in place	100%
Income exceeded expenses	100%
Maintain operating reserves at level of at least 90%	100%
Continue proper investment of funds	100%
Goal 3. Improving quality of assisted housing stock and units	
Improve PHAS score (94.7%)	100%
Perform annual inspection of all 85 units	100%
**Painting of 13 units---funds permitting (FY-2000 completed only 2 units)	15%
Goal 4. Commitment to ensuring a safe environment	
Authority continues to enforce "One Strike and You're Out Policy"	100%
Continue to maintain "Defiant Trespassers List" on semi-annual basis	100%
Performing background checks on all new applicants	100%
COMPLETE SITE-LIGHTING PROJ (CF \$105,485.60) + (Operating \$31,377.40)	100%
Goal 5. Improve quality of life and economic vitality by improving living environment	
Continue occupancy of 40% whose income does not exceed 30% of AMI	100%
To the extent possible maintain equal balance and variety of income <30% of AMI	100%
Goal 6. To the extent possible upgrade power supply and modernize facilities	
Conduct a feasibility study	100%
Goal 7. Create and maintain a fully functioning democratically elected RC/RAB	
Elected officers, developed guidelines, interaction throughout FY year being evaluated	100%

EXPLANATION:

****Painting:** Low achievement rate was the result of excessive number of vacancies and the necessity of purchasing new heat pumps, which consumed funding.

Feasibility study for upgrading power supply: This study was completed. Results of study indicated the cost of such an endeavor was prohibited as a result of a 30-year payback period.

Attachment “B”
Admissions Policy for Deconcentration
(File Name: nj062b01)

Deconcentration Policy

**Supporting Documentation for Cape May Housing Authority’s
Position on Requirement for Deconcentration**

On December 22, 2000, the Department of Housing and Urban Development published 24 CFR Part 903 Part VII entitled, “Rule to Deconcentrate Poverty and Promote Integration in Public Housing; final rule. On April 17, 2000 (65 FR 20686), HUD published a rule that proposed to amend the deconcentration provisions of HUD’s October 21, 1999 Public Housing Agency Plan.

The Notice dated December 22, 2000 established the HUD “**exemptions from the requirement to deconcentrate poverty because of the development’s resident population, type, or types of units, or number of units**” . . . (reference page FD 81214).

Position of Cape May Housing Authority:

The Cape May Housing authority is exempt from application of the requirement to deconcentrate poverty and mix incomes for the following reason:

- (a) All three housing complexes owned and operated by the Cape May Housing authority are comprised of less than 100 units, both individually and collectively. All totaled, the Cape May Housing Authority owns and operates a total of 85 units. Only 30 of the units are operated as family units.

Closing Summary:

Due to the Authority’s interpretation of 24 CFR Part 903, et al, the Cape May Housing Authority deems itself to be in compliance with the deconcentration requirement and is not required to take further action regarding the requirement.

Housing Authority of the City of Cape May
639 Lafayette Street
Cape May, New Jersey 08204

RESOLUTION ## 2001-12

COMPLIANCE WITH DECONCENTRATION OF POVERTY IN PUBLIC HOUSING

WHEREAS, the U.S. Department of Housing and Urban Development published the Deconcentration of Poverty in Public Housing on October 21, 1999; and,

WHEREAS, the Final Rule, which amends the provisions to deconcentrate Poverty and Promote Integration in Public Housing was published on December 22, 2000 in 24 CFR Part 903 Part VII; and,

WHEREAS, it became necessary to review the amendment to ascertain the appropriate action necessary to take to meet the requirements of the amended Rule; and,

WHEREAS, upon reviewing the amendment, the Housing Authority has deemed it is exempt from taking any further action regarding the deconcentration of poverty in the Cape May Housing Authority for the following reasons as referenced in 24 CFR Part 903 Part VII published on December 22, 2000:

- (a) The Cape May Housing Authority development is operated with fewer than 100 public housing units:
- (b) The Cape May Housing Authority houses only elderly persons or persons with disabilities, or both;
- (c) The Cape May Housing Authority only operates one general occupancy, family public housing development comprised of only 30 units.

NOW THEREFORE BE IT RESOLVED, that the Cape May Housing Authority has deemed the Authority as being fully compliant and further deems it unnecessary to take further action regarding 24 CFR Part 903, Part VII.

Date: April 23, 2001

Joseph W. Fox, Chairman

Terrance H. O'Brien, Vice Chairman

William Madden

Mildred L. McCarthy

Bert Reid

Michael Shouvin

Joseph L. Fox

ATTEST:

Robert T. Noble

Annual Statement/Performance and Evaluation Report – Attachment “C” – (File Name: nj062c01)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

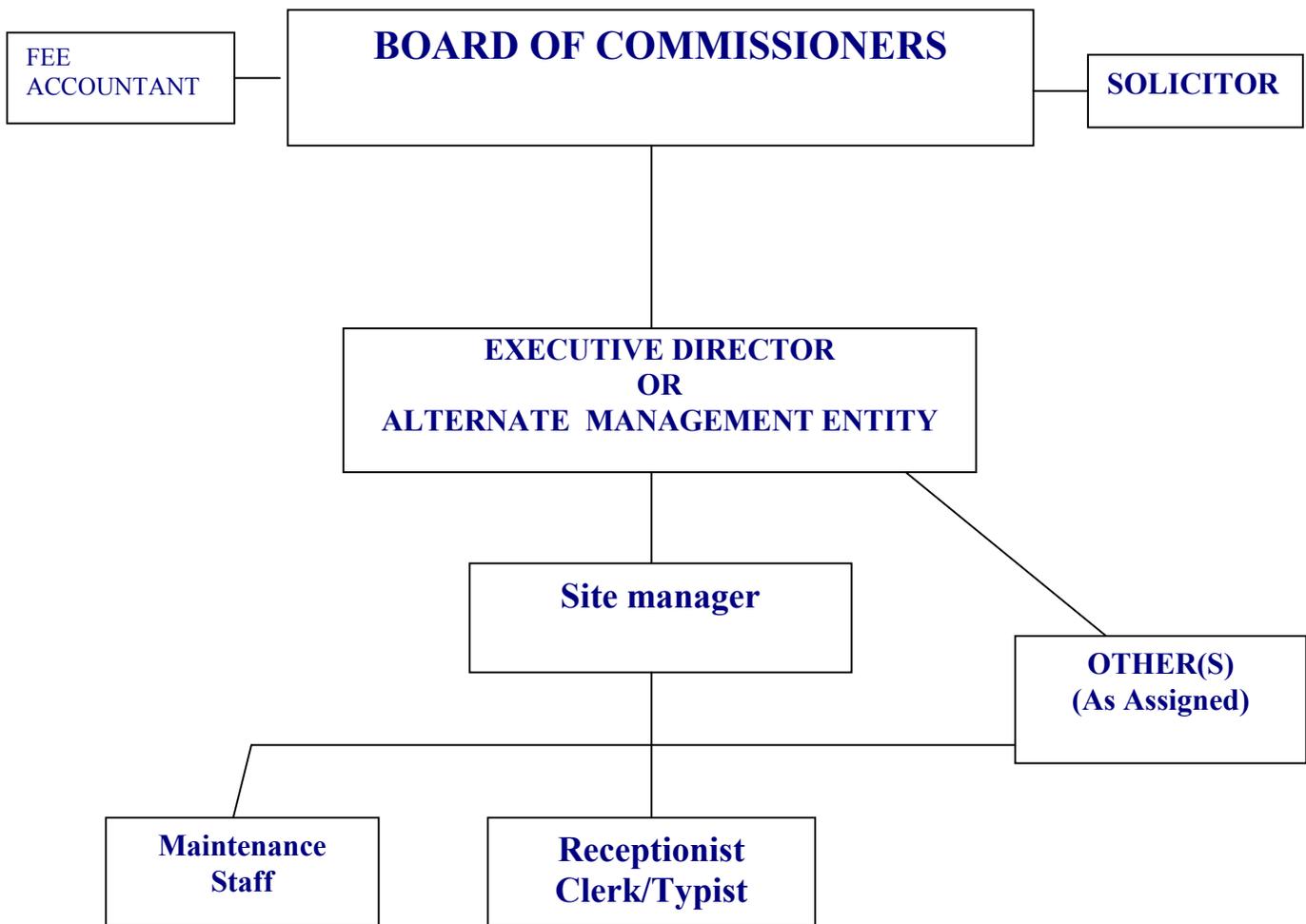
PHA Name: The Housing Authority of the City of Cape May	Grant Type and Number Capital Fund Program Grant No: NJ39P06250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised 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				
3	1408 Management Improvements	\$8,000.00			
4	1410 Administration	\$21,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$67,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$12,000.00			
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 Expenses or Debt Service				
20	1502 Contingency	\$6,999.00			
21	Amount of Annual Grant: (sum of lines 2-20)	\$133,999.00			
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				
26	Amt. of line 21 Related to Energy Conserv. Measures				

Attachment "D"
PHA Management Organizational Chart
(File Name: nj062d01)

Cape May Housing Authority Organizational Chart



Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year ONE 2001	Activities for Year TWO FFY Grant: 2002 PHA FY: 2001 / 2002			Activities for Year THREE FFY Grant: 2003 PHA FY: 2002 / 2003		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	H. A. WIDE			H. A. WIDE		
	Management Improvements	1408	\$8,000.00	Management Improvements	1408	\$8,000.00
	Administration	1410	\$21,000.00	Administration	1410	\$21,000.00
	Fees and Costs	1430	\$18,500.00	Fees and Costs	1430	\$18,500.00
	Contingency	1502	\$6,999.00	Contingency	1502	\$6,999.00

Activities for Year ONE 2001	Activities for Year FOUR FFY Grant: 2004 PHA FY: 2003 / 2004			Activities for Year FIVE FFY Grant: 2005 PHA FY: 2004 / 2005		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	H. A. WIDE			H. A. WIDE		
	Management Improvements	1408	\$8,000.00	Management Improvements	1408	\$8,000.00
	Administration	1410	\$21,000.00	Administration	1410	\$21,000.00
	Fees and Costs	1430	\$18,500.00	Fees and Costs	1430	\$18,500.00
	Contingency	1502	\$6,999.00	Contingency	1502	\$6,999.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year ONE 2001	Activities for Year TWO FFY Grant: 2002 PHA FY: 2001 / 2002			Activities for Year THREE FFY Grant: 2003 PHA FY: 2002 / 2003		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, BROAD ST.			NJ 62-1, BROAD ST.		
	Dwelling Units:			Site:		
	Renovate Kitchens	15	\$53,382.00	Replace Playground Surface		\$5,000.00
	Mechanical & Electrical:			Mechanical & Electrical:		
	Replace Heat Pumps	10	\$9,190.00	Replace Heat Pumps	20	\$17,738.00

Activities for Year ONE 2001	Activities for Year FOUR FFY Grant: 2004 PHA FY: 2003 / 2004			Activities for Year FIVE FFY Grant: 2005 PHA FY: 2004 / 2005		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, BROAD ST.			NJ 62-1, BROAD ST.		
	Building Exterior:			Dwelling Units:		
	Replace Rain Gutters		\$13,381.00	Paint Unit Interiors	30	\$23,547.00
				Renovate Bathrooms	30	\$19,191.00

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year ONE 2001	Activities for Year TWO FFY Grant: 2002 PHA FY: 2001 / 2002			Activities for Year THREE FFY Grant: 2003 PHA FY: 2002 / 2003		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, OSBORNE COURT			NJ 62-1, OSBORNE COURT		
	No Work			Dwelling Units:		
				Renovate Kitchens	27	\$28,381.00

Activities for Year ONE 2001	Activities for Year FOUR FFY Grant: 2004 PHA FY: 2003 / 2004			Activities for Year FIVE FFY Grant: 2005 PHA FY: 2004 / 2005		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, OSBORNE COURT			NJ 62-1, OSBORNE COURT		
	Mechanical & Electrical:			Dwelling Units:		
	Replace Heat Pumps	27	\$20,818.00	Renovate Bathrooms	27	\$18,381.00
	Building Exterior:					
	Replace Rain Gutters		\$14,460.00			
	Dwelling Units:					
	Paint Unit Interiors	27	\$15,460.00			

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year ONE 2001	Activities for Year TWO FFY Grant: 2002 PHA FY: 2001 / 2002			Activities for Year THREE FFY Grant: 2003 PHA FY: 2002 / 2003		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, LAFAYETTE COURT			NJ 62-1, LAFAYETTE COURT		
	Dwelling Units:			Dwelling Units:		
	Paint Unit Interiors	28	\$16,928.00	Renovate Kitchens	28	\$28,381.00

Activities for Year ONE 2001	Activities for Year FOUR FFY Grant: 2004 PHA FY: 2003 / 2004			Activities for Year FIVE FFY Grant: 2005 PHA FY: 2004 / 2005		
	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost	Development Number / Name / General Description of Major Work Categories	Quantity	Estimated Cost
	NJ 62-1, LAFAYETTE COURT			NJ 62-1, LAFAYETTE COURT		
	Building Exterior:			Dwelling Units:		
	Replace Gutters & Downspouts		\$15,381.00	Renovate Bathrooms	28	\$18,381.00

Attachment "F"
Comments of Resident Advisory Board
(File Name: nj062f01)

**RESIDENT ADVISORY BOARD MEETING
TO DISCUSS
CAPE MAY HOUSING AUTHORITY'S
5-YEAR AGENCY PLAN 2000-2004
ANNUAL GOALS & OBJECTIVES 10/2001-9/2002**

MEETING MARCH 22, 2001

AGENDA

- 1. Call to Order (Sign-in-sheet) provided**
- 2. Introduction of attendees**
- 3. Explanation of changes in the Quality Housing & Work Responsibility Act of 1998 that transpired during fiscal year 2000**
 - a. Pet Policy in family units**
 - b. Community Service Requirement**
 - c. Deconcentration Rule**
 - d. Resident Board Member requirement**
- 4. Discussion on what has not changed during interim of first and second Agency Plan.**
- 5. Question and Answer Session**
- 6. Gathering of written comments and suggestions from RAB members**
- 7. Adjournment**

Administration's Responses to Comments & Suggestions

The Cape May Housing Authority received the written comments and suggestions from the Resident Advisory Board members on March 26, 2001.

COMMENT: The residents of the Authority should be allowed to vote for the resident board member.

RESPONSE: Board members to the Authority's Board of Commissioners are appointed by the Mayor, the City Council and the Governor of New Jersey. The Authority does not have a voice in who is appointed.

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COMMENT: The Trespass Policy is not being followed and residents should be permitted to remove names.

RESPONSE: The Administration stated the Policy was being followed. The list of names is posted and all names on the Trespass List has the right to approach the Authority for a meeting to discuss any changes he/she believes should be made on his/her status. The administration was adamant that the Authority would continue to work with the police department in their decision making process. The Administration considers this matter an administrative function and not subject to resident approval.

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COMMENT: New floor tiles should not be patched, but all new tile should be replaced.

RESPONSE: Affirmative

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COMMENT: Implementing polices will be good, new floors and new heaters are a good improvement.

RESPONSE: None required

+++++

COMMENT: Will the residents get a copy of the revised Agency Plan

RESPONSE: The Agency Plan will be available for the required 45 day period for public review as well as for review, by all residents. A complete copy of the Plan is located at the Authority. There are no revisions to the Plan other than to insert the minutes and comments and responses concerning the RAB meeting held on March 22, 2001.

Attachment "G"
Listing of Resident Advisory Board Members
(File Name: nj062g01)

CAPE MAY HOUSING AUTHORITY

**CURRENT LIST
OF
RESIDENT ADVISORY BOARD MEMBERS**

<i>NAME</i>	<i>SITE/ APT. NUMBER</i>	<i>TERM</i>	<i>RC</i>	<i>APPOINTED EXPRESSED INTEREST</i>
<i>Patricia Matthews</i>	<i>#26 Broad St.</i>	<i>Pres</i>	<i>Yes</i>	<i>Appt. 3/2000</i>
<i>Eugene Richardson</i>	<i>#18 Lafayette Ct.</i>	<i>Sec.</i>	<i>Yes</i>	<i>Appt. 3/2000</i>
<i>Richard Wisneski</i>	<i>#6 Osborne Ct.</i>	<i>V.Pres.</i>	<i>Yes</i>	<i>Appt. 3/2000</i>
<i>Celina Johnson</i>	<i>#19 Broad St.</i>			
<i>Josephine Grey</i>	<i>#22 Lafayette St.</i>			

Attachment "H"
Resident Membership of the Governing Body
(File Name: nj062h01)

Printed on: 9/29/00 10:41 AM

Required Attachment "H" – Resident Membership on the PHA Governing Board

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

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

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires):

12/20/1999 to 9/16/2002

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

- the PHA is located in a state that requires the members of a governing board to be salaried and serve on a full-time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the Resident Advisory Board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the board
- other (explain):

B. Date of next term expiration of a governing board member: **12/2000**

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

1. **Appointment is from the mayor --- Jerome E. Inderwies**

2. **Appointment is from the City Council:**

City Council President – Dr. Edward J. Mahaney
Councilmember Laura D. Calnan
Councilmember William G. Gaffney
Councilmember Harry A. Stotz

3. Next appointment is from the Governor of the State of New Jersey

Attachment "I"
Pet Policy
(File Name: nj062i01)

CAPE MAY HOUSING AUTHORITY

PET OWNERSHIP-FAMILY DEVELOPMENTS

The Cape May Housing Authority revised its Pet Policy in 1999 to be effective October 1, 1999. The revisions address 23CFR, Part 5, Subpart C, which are the regulations covering pet ownership for residents of federally assisted rental housing for the elderly or disabled persons.

The Authority's Pet Policy was again updated to include the requirements for permitting pet ownership in family units of a PHA as published in the Federal Register on July 10, 2000, Part VI of 24CFR Part 960. The Pet Policy is part of the VHA dwelling lease.

The Pet Policy has been made part of the Authority's Occupancy Policy.

Attachment "J"
Implementation of Public Housing Resident Community Service Requirements
(File Name: nj062j01)

IMPLEMENTATION OF COMMUNITY SERVICE & SELF-SUFFICIENCY POLICY

The Cape May Housing Authority has a history of maintaining a high level of employed residents. **Currently, 95% of residents are employed.**

STATEMENT:

Part II, Department of Housing and Urban Development, 24 CFR, Parts 5, 880, *et al*, publishes the final rule regarding changes to admission and occupancy requirements in the Public Housing and Section 8 Housing Assistance Programs. The new regulations at 24 CFR Part 960, Subpart F required its implementation for PHA's with FY beginning 10/1/2000. The Cape May Housing Authority initiated this portion of the new Housing Act of 1998 on October 1, 2000.

Local Agency Interaction

Historically area agencies interface with the Housing Authority staff on as needed or as requested basis in assisting the Authority and/or its residents with information. The Housing Authority does not anticipate any foreseeable problem or change in interaction with the area agencies and fully believe that community service providers will be available to help the Authority in assisting its residents in meeting the community service provision of the new Housing Act of 1998.

As per PIH Notice 2000-43 (September 18, 2000/Expires September 30, 2001, the Authority herein includes a description of the Authority's implementation process of the Community Service and Self-Sufficiency Policy currently being conducted since its initiation on October 1, 2000.

CMHA's Method and Process of complying with Community & Self-Sufficiency Requirements:

- (a) The Housing Authority developed a small, but comprehensive handout, entitled, "Housing Authority of the City of Cape May, A Resident's Guide for Community Service".**
- (b) The Housing Authority's Site Manager will acquire local service placements.
- (c) The Housing Authority will provide a "Letter of introduction" for the residents.
- (d) The Housing Authority will utilize a "verification form" to verify community Service work performed by the resident.
- (e) The Housing Authority will utilize it's "12-Step Process for handling Community & Self-Sufficiency Cases:.

