

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year - 2002

**NJ063**  
**Vineland Housing Authority**  
**191 W. Chestnut Avenue**  
**Vineland, New Jersey 08360**

**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:** Vineland Housing Authority

**PHA Number:** NJ063

**PHA Fiscal Year Beginning:** 10/1/2001 – 9/30/2002

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

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

**The mission of the Vineland Housing Authority is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The Vineland Housing Authority shall service the housing and social needs of lower-income, elderly, handicapped, and family households living and working in the operating jurisdiction of the Authority.**

**Rental assistance shall be provided to those qualified and selected families in public housing owned, tenant-lease purchase housing, or leased housing that shall be decent, safe, and sanitary.**

**The Authority shall promote the independent living among the elderly and disabled using federal, state, local, and resident contributions.**

**The Vineland Housing Authority will promote the financial independence and general well being of all its residents through programs offering educational activities, referral services, family self-sufficiency, drug abuse elimination, and housing counseling.**

**The Housing Authority will be the leader in making excellent affordable housing available for moderate-income persons through the expansion of its homeownership activities.**

**The Vineland Housing Authority will administrate its business affairs in a professional and financially prudent manner consistent with the highest ethical standards.**

## **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) **96.7%**
  - Improve voucher management: (SEMAP score) **95%**
  - 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)

**The Five-Year Agency Plan of the Vineland Housing Authority encompasses the goals and objectives of the Authority to be carried out over a five-year period; i.e., October 1, 2000 through September 30, 2004. Any substantial deviation from the mission statement and/or goals and objectives presented in this Five-Year Agency Plan that causes changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans.**

- 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)
- Turnkey III, SNAP, Project H.O.S. Rehabilitation**

**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:
    - 1. PHDEP – Vineland Police Dept. provides additional hours of police surveillance.**
    - 2. The Housing Authority has a separate contract with a local security firm.**
  - 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.

- 1. Congregate Housing Services Program -- elderly**  
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 the fiscal year **2000-2004**. The goals and objectives for the Annual Year of 10/1/2001-9/30/2002 is listed below.

**The first official and most recent PHAS score awarded to the Authority was a score of 96.7% thus giving the Authority the status of being a HUD-designated "High Performer."** Therefore, the Authority has deemed it essential to maintain the original goals and objectives. The Authority is including five new goals and objectives.



***The Goals and Objectives adopted by the Vineland Housing Authority are:***

**GOAL #1: The Vineland Housing Authority's mission is to continue to manage its existing public housing program in an efficient and effective manner thereby qualifying as, at least, a standard performer.**

**Objectives:**

1. HUD shall retain its status as a high performer during FYE 2002.
2. The Housing Authority anticipates maintaining a waiting list of sufficient size so that it can fill its public housing units within 15 days of their becoming vacant.

3. The Housing Authority's mission is to continue to maintain its rent collection in the 95% range or above over the next five years.
4. The Housing Authority's mission is to continue to sustain its occupancy rate of nothing less than 95% over the next five years.
5. The Housing Authority anticipates implementing its computerized inventory system no later than September 30, 2002.

**GOAL #2: The Vineland Housing Authority expects to improve the quality of its assisted housing stock.**

**Objectives:**

1. The Housing Authority expects to improve its Public Housing Management Score (PHAS).
2. The Authority anticipates maintaining its voucher management (SEMAP) score as a high performer or no less than a score of 90%.
3. The Vineland Housing Authority plans to renovate or perform modernization activities on public housing units in accordance with the Five-Year Comprehensive Grant Action Plan.
4. The Authority plans to perform two additional HQS unit inspections on all family and scattered site units.
5. The Housing Authority looks forward to continuing the two additional HQS unit inspections on all elderly site units.

**GOAL #3: The Authority plans to assist our community and its residents by increasing the availability of affordable, suitable housing for families in the moderate-income range.**

**Objectives:**

1. The Vineland Housing Authority looks forward to its partnership with the City of Vineland in the City's efforts to rehabilitate current housing stock in downtown Vineland. The Authority projects it will rehabilitate one unit per year over the next five years or in accordance with the City's ability to provide the housing stock for rehabilitation. These units will be targeted as homeownership properties.

2. The Vineland Housing Authority is planning to sell its remaining Turnkey III Homeownership stock currently comprised of 15 single-dwelling units within the next five years.
3. In conjunction with the Authority's non-profit, known as the Vineland Housing Development Corporation, the Vineland Housing Authority anticipates constructing three new single-dwelling units each year for the next five years for private homeownership without public housing development funds. The Authority believes that – in all probability – the construction of these units may span a time period of between October 1, 2000 and September 30, 2004. The Authority foresees assisting a total of 15 families and moving them from Vineland Housing Authority rental units into homeownership properties. Achievement of this goal will depend upon finding qualified homebuyers.

**GOAL #4: The Vineland Housing Authority anticipates providing a safe and secure environment by increasing security surveillance at two of its elderly high-rise sites, at two of its garden-style apartment complexes, and at one of its family sites.**

**Objectives:**

1. The Authority plans to install security cameras (the number to be installed shall be on an as-needed basis), and they shall be installed in appropriate areas in order to increase security by improving the Authority's ability to observe any inappropriate or illegal activity.
2. The Authority plans to continue to improve resident and community perception of safety and security by maintaining security "foot patrols" in two of its garden-style apartment complexes. Guards are scheduled to record their patrols in hourly increments. Records of the foot patrols will be reviewed on a daily basis.
3. The Authority looks forward to working with residents living in family-site units to develop a "silent neighborhood crime watch" with a minimum of five families participating in the program.
4. The Authority is planning to continue using PHDEP funds to support additional police patrols and police surveillance at its family sites. The Authority anticipates allocating funds for this option of the grant according to the availability of overall program funds.

5. The Authority plans to continue to enforce a strong “One Strike and You’re Out” Policy.
6. The Authority is committed to performing background checks on all new applicants.

**GOAL #5: The Vineland Housing Authority's mission is to improve the quality of life and economic vitality by improving the living environment.**

**Objectives:**

1. The Housing Authority plans to continue its occupancy of 40% or more of families, whose incomes do not exceed 30% of the Area Median Income (AMI).
2. 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 the 30% of the Area Median Income thereby reducing the possibility of taking further action regarding deconcentration.

**GOAL #6: The Vineland Housing Authority's mission is to ensure equal opportunity and affirmatively further fair housing to all its applicants.**

**Objectives:**

1. The Vineland Housing Authority anticipates operating in full compliance with all Equal Opportunity laws and regulations.
2. All eligible applicants will be required to attend one orientation program prior to becoming a resident. At the orientation, applicants must sign a sign-in sheet. Each applicant will be instructed on the expectations of occupancy and will be given a handbook relative to the orientation.
3. The Housing Authority's mission is to ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors regardless of race, color, religion, national origin, sex, familial status, or disability.
4. The Housing Authority anticipates mixing its public housing development populations as much as possible with respect to ethnicity, race, and income in accordance with its Occupancy Policy.

**GOAL #7: The Vineland Housing Authority's mission is to promote self-sufficiency of adults, youths, and elderly/disabled/handicapped residents by offering structured programs in education, self-sufficiency, employment, and supportive services in the health care field, as services are related to the elderly/disabled.**

**Objectives:**

The Authority plans to promote the Section 8 Family Self-Sufficiency Program and maintain a maximum number of program participants not to exceed 39 participants, nor fall below 30 participants.

1. The Authority plans to provide a comprehensive referral system for employment opportunities through its Family Self-Sufficiency Program and its Drug Elimination Program. Demonstration of this service shall be verified in all applicable client files.
2. The Authority's mission is to continue to provide educational classes varying in nature; e.g., math, reading, etc., to its Family Self-Sufficiency Program participants.
3. The Authority anticipates providing all youths with educational opportunities by operating two 3-hour Homework Based educational classes per week for youths residing in the Vineland Housing Authority's family sites. Verification of this activity shall be indicated in client files.
4. The Authority's mission is to continue to provide all family site youths and adults with opportunities to participate in the Computer Learning Center by operating the Computer Learning Center a minimum of four days per week.
5. The Authority plans to continue to participate in the state Congregate Housing Services Program in an effort to ensure that all ill and frail elderly residents have an opportunity to avail themselves of homemaker/home-health services to help them achieve and maintain their independence.
6. The Authority plans to continue to write an annual proposal to acquire adequate funding for the provision of these services. Proposals shall be submitted to the Department of Health and Human Services/Division on Aging in accordance with state rules and regulations. The number of program participants shall be

projected in accordance with funds allocated to operate each annual program within budgetary constraints

7. The Housing Authority is committed to having effective, fully functioning resident councils representing all public housing developments and/or is committed to having sites that are fully represented on the Resident Advisory Board by September 30, 2001.

**GOAL #8:** **A major goal of the Vineland Housing Authority is to continue to administrate its business affairs in a fiscally prudent manner. It anticipates remaining in full compliance with all applicable standards and regulations including government generally accepted accounting practices (GAAP).**

**Objectives:**

1. The Vineland Housing Authority shall operate so that income exceeds expenses every year.
2. The Authority shall maintain its operating reserves at least at the 80% level between FYE October 1, 2000 and September 30, 2004.
3. The Housing Authority shall continue to invest its reserves in accordance with its Investment Policy and shall manage funds prudently.

**Goal #9:** **The Authority plans to expand the availability of services to residents.**

**Objectives:**

1. The Authority anticipates expanding the Section 8 Choice Voucher Program by submitting an application for a minimum of 50 vouchers and anticipates word of award by FYE 2002, depending upon availability of said vouchers.
2. The Authority anticipates expanding the Computer Learning Center by expanding classroom size and the number of available computers.
3. The Authority anticipates constructing a family-site educational center to serve youths and provide available services, which shall be open to 75 families.
4. The Authority anticipates providing summer youth activities for its family-site residents

**Goal #10 The Authority anticipates initiating the Uniform Physical Conditions Standards (UPCS) and using these standards to inspect dwelling units at least one time per year between FYE 2000-2004.**

**Objective:**

1. The Housing Authority shall obtain the manual, send staff for training, and equipment relative to this initiative to be implemented according to HUD requirements.

**EVALUATION OF ANNUAL GOALS and OBJECTIVES: FYE 2000**

As noted in the Executive Summary, with the implementation of the Quality Housing and Work Responsibility Act of 1998 (1998 Act) effective October 21, 1998, all public housing authorities must prepare a Five-Year Agency Plan. The Annual Plan is encompassed within the Five-Year Agency Plan. The Annual Plan encompasses specific goals and objectives to be carried out over a specific year within the specified five-year period.

Beginning with the first Five-Year Agency Plan, and at the end of each fiscal year, the Vineland Housing Authority is obligated to report and/or explain any significant changes that affected the Agency's financial situation or the provision of services and the effect those changes had on the Authority's ability to accomplish or fail to accomplish the goals and objectives of the previous annual year i.e., for Vineland Housing the fiscal year being evaluated is: October 1, 2000 to September 30, 2001. In addition, the Authority must explain the method of defining its successes or failures in meeting its five-year goals and objectives.

**THE EVALUATION:**

***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) is shown on the chart entitled, "FISCAL YEAR-2001 – ACHIEVEMENT OF GOALS AND OBJECTIVES OF AGENCY PLAN-SUBMITTED 7-2000". The method of evaluating the successes 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: nj063a01).***

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

**SEMAP SCORE FOR FYE: 9/30/2000 WAS.....95.0**

**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.

**The Vineland Housing Authority codified its goals and objectives. The Annual Plan addresses the Vineland Housing Authority's immediate operations. The Five-Year Agency Plan includes the Authority's current policies and its participants in the Public Hearing and Section 8 Program Administrative Plan. The Agency's Plan also discusses the Authority's strategies for handling its operational concerns, resident needs, and services for the upcoming fiscal year. The Annual Plan outlines the Authority's efforts in meeting the needs of the low-, very low-, and extremely low-income population in our jurisdiction. Management concentrated on complying with the new rules and regulations derived from the new Housing Act of 1998. Realistic goals and objectives were also designed into the Plan to ensure that no significant deviations from the Mission Statement or the Five-Year Agency Plan's Goals and Objectives would cause a need for changes in services. The VHA is committed to providing a clean, safe environment with supportive services for young families as well as for the elderly and disabled residents of its jurisdiction.**

**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 – (nj063a01)
- Attachment "B" -- Admissions Policy for Deconcentration – (nj063b01)
- Attachment "C" -- FY 2001 Capital Fund Program Annual Statement – (nj063c01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Attachment "G" -- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – (nj063g01)
- X** Attachment "H" -- Listing of Resident Advisory Board Members – (nj063h01)
- X** Attachment "I" – Resident Membership of the Governing Body – (nj063i01)
- X** Attachment "J" – Pet Policy – (nj063j01)
- X** Attachment "K" -- Implementation of Public Housing Resident Community Service Requirements – (nj063k01)

**Optional Attachments:**

- Attachment “D” -- PHA Management Organizational Chart – (nj063d01)
- Attachment “E” -- FY 2001 Capital Fund Program 5 Year Action Plan – (nj063e01) (nj063f01)

Attachment “F” –Public Housing Drug Elimination Program Plan (nj063f01)  
 Other (List below, providing each attachment name)

**As instructed in PIH 2000-43 issued September 18, 2000, the Vineland Housing Authority will submit the originals of the forms listed below pertaining to the PHDEP to HUD-Newark, NJ:**

- ◆ 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)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	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  <b>No Fair Housing violations as per latest audit (9/30/2000).</b>
<b>X</b>	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
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; <b>6/21/2001</b>
<b>X</b>	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies  <b>Resolution 2001-19</b>  <b>N/A: Units number less than 100</b>
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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs <b>FY 2001</b>
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 housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: <b>1999</b> Homeownership
	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
X	Any cooperative agreement between the PHA and the TANF agency <b>[06/02/95 with TANF]</b>	Annual Plan: Community Service & Self-Sufficiency
X	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
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention <b>Most recent plans: 7/2001</b>
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 <b>9/30/2000 – No Findings</b>
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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessibility</b>	<b>Size</b>	<b>Location</b>
Income <= 30% of AMI	1,992	4	3	4	3	2	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Accessibility	Size	Location
Income >30% but <=50% of AMI	1,730	3	2	3	3	2	2
Income >50% but <80% of AMI	3,753	3	2	2	3	2	2
Elderly	87	3	2	2	2	2	2
Families with Disabilities	126	3	2	3	2	2	2
Race/Ethnicity (1)	5,696	3	2	3	2	2	2
Race/Ethnicity (2)	35,815	3	2	3	2	2	2
Race/Ethnicity (3)	12,271	3	2	3	2	2	2
Race/Ethnicity (4)	998	3	2	3	2	2	2

(1) Black, non-Hispanic; (2) White, non-Hispanic;  
(3) Hispanic; (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: **1990 updated 1997**
- 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)
  - (a) U.S. Department of Housing & Urban Development
    - Ø CPD Consolidated Plan System
    - Ø Listing of Priority Needs
  - (b) Area Demographics and Labor Economic Demographics
  - (c) Community 2000 – HUD Community Planning
  - (d) VHA/CHAS Tenant Demographics (by site)
  - (e) VHA/CHAS Public Housing Waiting List
  - (f) VHA/CHAS Public Housing Rent Roll Report
  - (g) VHA/CHAS Section 8 Demographics & Waiting List Report
  - (h) Vineland Housing Authority Demographic & Statistical forms for Public Housing and Section 8
  - (i) Vineland-Millville-Bridgeton-Fairfield Consolidated Plan (listing of priority needs)
  - (j) City of Vineland Housing Element Report dated December 1999
  - (k) CHAS Table IC – All Households

## 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.

<b>Housing Needs of Families on the Waiting List</b>			
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	275		<b>105**</b>
Extremely low income <=30% AMI	178	67%	
Very low income (>30% but <=50% AMI)	51	16%	
Low income (>50% but <80% AMI)	46	17%	
Families with children	84	31%	
Elderly families	82	30%	
Families with Disabilities	100	36%	
Race/ethnicity (1)	82	28%	
Race/ethnicity (2)	191	69%	
Race/ethnicity (3)	91	33%	
Race/ethnicity (4)	3	1%	
<b>(1) Black, non-Hispanic; (2) White, non-Hispanic; (3) Hispanic; (4) Islander/American Indian</b>			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	164	60%	

Housing Needs of Families on the Waiting List			
1BR	27	10%	
2 BR	37	13%	
3 BR	26	9%	
4 BR	16	6%	
5 BR	5	2%	
5+ BR	---	---	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>41 – (355 applicants)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

\*Annual turnover represents the number of vacancies per year.

\*\*Anticipated based upon historical review of past four fiscal years.

Housing Needs of Families on the Section 8 Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public housing			
<input type="checkbox"/> Combined Section 8 and public housing			
<input type="checkbox"/> Public housing site-based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction			
	Number of Families	Percentage of Total Families	Annual Turnover
Waiting list total	248		28**
Extremely low income (<= 30% AMI)	118	47%	
Very low income (>30% but <= 50% AMI)	95	38%	
Low income (> 50% but < 80% AMI)	24	9%	
Families with children	202	75%	
Elderly families	6	2%	
Families with disabilities	16	6%	
Singles	19	7%	
Elderly	4	1%	
Disabled	13	5%	
Black/non-Hispanic	9	4%	
White/non-Hispanic	107	43%	
Hispanic	132	53%	
Other: Asian or Pacific Islander	0		
American Indian/Native Alaskan	0		
Characteristics by bedroom size: Public housing only			
1 Bedroom	33	13%	
2 Bedrooms	104	41%	
3 Bedrooms	85	34%	
4 Bedrooms	23	9%	
Number of families on welfare	34	13%	

\*\*Annual turnover represents the number of " vacancies" per year, which means move-ins

Having 274 applicants remaining of the Waiting List, the Authority does not intend to open up for additional applicants.

Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes:
How long has it been closed (# of months)? <b>41</b> Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

### 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)
  - a. **Sell remaining Turnkey III Homeownership units to VHA residents**
  - b. **Work with a non-profit**
  - c. **Work with city government to rehabilitate units within SNAP area**

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
  - Adopt 18-month income exclusion**
- 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)

**Congregate Housing Services Program – DHHS (Dept. of Health & Human Services)**

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$1,015,369	Public Housing Operations
b) Public Housing Capital Fund	1,154,527	Public Housing Operations
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,482,086	Section 8 Housing Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	145,098	Drug Control
g) Resident Opportunity and Self-Sufficiency Grants	42,230	Family Self-Sufficiency
h) Community Development Block Grant	2,100	Support Computer Learning Center
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	\$1,795,530	Public Housing Operations
<b>4. Other income (list below)</b>		
<b>Roof-top leases</b>	31,540	Public Housing Operations
<b>5. Non-federal sources (list below)</b>		
<b>Interest Income</b>	\$300,000	Public Housing Operations
<b>Total resources</b>	\$5,968,480	Administration, management operations, and maintenance

### **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: **60 days**
- Other: (describe)

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

- 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?

N/A

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? **PHA and Section 8**

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) – **if handicapped unit is required**

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 – For additional information regarding VHA’s Deconcentration Policy, please refer to Attachment “B” – Admissions Policy for Deconcentration – (File Name: nj063b01).**

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

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

**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 questions.

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)]


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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

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

**(1) Eligibility**

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

**Illness or inability to find unit gives VHA discretion to provide an extension.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

**#1** Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 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  
**(through Section 8 Administrative Plan)**
- 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: **N/A**

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: **N/A**

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)
- 95<sup>th</sup> 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.
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	616	105
Section 8 Vouchers	170	20
Section 8 Certificates	90	
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program		

(PHDEP)	616	N/A
Other Federal Programs(list individually)		
Family Self-Sufficiency	38	7

### 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)
  - a. **VHA Maintenance Manual**
  - b. **Contract with vendor to prevent pest infestations**
- (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 – **nj063c01**.

-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 -- **nj063e01**.

-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.)

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

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  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.

<b>Conversion of Public Housing Activity Description</b>	
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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <b>Turnkey III Homeownership program</b>
1b. Development (project) number: <b>NJ063-03, -08, -09, -10, -15, and -16</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" 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: <b>06/04/1974</b>
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> 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 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **06/02/95**

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)
  - a. New Jersey Dept. of Human Services, Division of Family Development MOU for Work First New Jersey (WFNJ) for Informational/Handbook materials to be distributed to applicants. MOU fully executed 11/21/2000.**

**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. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	<b>39</b>	<b>37 (as of 6/01/01)</b>

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

### C. Welfare Benefit Reductions

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

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

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

**As required under PIH #2000-43 issued September 18, 2000, the Vineland Housing Authority's Community Service policy may be found as Attachment "K" – Implementation of Public Housing Resident Community Service Requirements – (File Name: nj063k01).**

### **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)

**NJ 63-04 – Axtell Estates; NJ 63-03, 08, 09, 10, 15, 16 – Scattered Sites**  
**NJ 63-01A – Parkview Apts., NJ 63-02 – Tarkiln Acres**

**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)

**NJ 63-04 – Axtell Estates; NJ 63-03, 08, 09, 10, 15, 16 – Scattered Sites**  
**NJ 63-01A – Parkview Apts., NJ 63-02 – Tarkiln Acres**

**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 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment -- **nj063f01**

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**As required under PIH #2000-43 issued September 18, 2000, the Vineland Housing Authority's Pet Policy regarding pet ownership in family units was implemented. Please refer to Attachment "J" nj063j01 (File name: Pet Policy-Pet Ownership-Family Units)**

The Pet Policy has been made part of the Occupancy Policy.

**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)]

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 "H"  
-Listing of Resident Advisory Board Members - (File name:  
nj063h01)**

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 "G" Comments of Resident Advisory Board  
(File name: nj063g01)**
- 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 members is appointed by the Mayor**

**For additional information on the Vineland Housing Authority's resident commissioner, please refer to Attachment "I" – Resident Membership of the Governing Body – (File Name: nj063i01).**

**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)

**Vineland-Millville-Bridgeton-Fairfield Consortium -- 1999**

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)

**Increase affordable housing units:**

**(a) through the selling of three Turnkey III homeownership units**

**(b) through rehabilitating older homes as provided by City government**

**(c) through the construction of three homes upon vacant land as land becomes available through transfer of deed from the City to the VHA.**

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - (a) participates with the Vineland Housing Authority and includes the Authority in the design of the Consolidated Plan**
  - (b) Provides vacant land to the Authority for the construction of new homeownership units**
  - (c) Provides older homes in SNAP area for the VHA to rehab for either rental or homeownership**

**D. Other Information Required by HUD**

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

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

- 1. Attachment “H” – Membership of the Resident Advisory Board – nj063h01**

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

- 1. Attachment “A” – Progress Report on Goals and Objectives Submitted in the 7-2000 Agency Plan -- nj063a01**
- 2. Attachment “I” – Resident Membership of the PHA Governing Board– nj063i01**
- 3. Attachment “J” – Pet Policy -- nj063j01**
- 4. Attachment “K” – Implementation of Public Housing Resident Community Service Requirements – nj063k01**

**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 Vineland Housing Authority’s Five-Year Agency Plan [2002-2006]:

Attachment	Description	File Name
------------	-------------	-----------

A	Progress Report on Goals & Objectives Submitted in the 7-2000 Agency Plan	nj063a01
B	Admissions Policy for Deconcentration	nj063b01
C	FY2001 Capital Fund Program Annual Statement	nj063c01
D	PHA Management Organizational Chart	nj063d01
E	FY2001 Capital Fund Program Five-Year Action Plan	nj063e01
F	Public Housing Drug Elimination Program (PHDEP) Plan	nj063f01
G	Comments of Resident Advisory Board	nj063g01
H	Listing of Resident Advisory Board Members	nj063h01
I	Resident Membership of the Governing Body	nj063i01
J	Pet Policy	nj063j01
K	Implementation of Public Housing Resident Community Service Requirements	nj063k01

**As instructed in PIH 2000-43 issued September 18, 2000, the Vineland Housing Authority will submit the originals of the forms listed below pertaining to the PHDEP to HUD-Newark, NJ:**

- ◆ 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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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)
<b>Total estimated cost over next 5 years</b>				



**Attachment "A"**  
**Progress Report on Goals & Objectives Submitted in the 7-2000 Agency Plan**  
**(File Name: nj063a01)**

**FISCAL YEAR 2001 AGENCY SUBMISSION**  
**PROGRESS REPORT on the ACHIEVEMENT OF**  
**GOALS and OBJECTIVES OF AGENCY PLAN SUBMITTED 7-2000**

<b>GOALS &amp; OBJECTIVES</b>	<b>Percent Met</b>
<b>Goal #1: Manage PHA efficiently and effective-qualifying as a "standard performer:"</b>	
Recognized as a "high performer" (as of 9/30/00)	100%
Maintaining sufficient waiting list for 15 day turnaround (15 days as of 9/30/00)	100%
Maintain rent collection at 95% (Uncollected rent was less than 1% for FY 9/30/00)	100%
Continue to sustain occupancy not less than 95% (Actual vacancy rate -.0005% for 9/30/00)	100%
Implementing computerized inventory system by 9/30/2004 (On target)	
<b>Goal #2: Improve the quality of its assisted housing stock:</b>	
Expected to improve PHAS score (Achieved score of 96.7% as of 9/30/2000)	100%
Anticipated improving SEMAP score (Achieved score of 95% as of 9/30/2000)	100%
Modernization activities on public housing units- 5 Yr. Comp Grants (grant[s] closed early)	9/30/00
Performance of additional HQS inspections (family and scattered units)	100%
Performance of additional HQS inspections (elderly sites)	100%
<b>Goal #3: Assist community residents with availability of affordable housing:</b>	
Rehabilitating units in conjunction with City of Vineland (Units not provided to VHA)	N/A
VHA sale of Turnkey III properties (VHA sold 7 units) and project is on target	100%
In conjunction with Non-Profit construct HOS units: (constructed 3 units by 9/30/00)	100%
<b>Goal #4: Providing safe/secure environment by increasing security surveillance-2 sites:</b>	
Installation of security cameras (Olivio Towers & Kidston Towers)	50%
Provision of "foot patrol" in two garden-style apartments	100%
Development of "silent neighborhood crime watch"	100%
Use of continued funds for Drug Elimination Program VPD support	100%
Continued enforcement of "One Strike and You're Out Policy: (action documented)	100%
Continued "background checks" on all new applicants (action documented)	100%

<b>Goal #5: Improve quality of life and economic vitality by improving living environment:</b>	
Occupancy of 40% or more families is in effect (documented)	100%
Maintaining equal balance of incomes of residents below the 30 % of AMI (documented)	100%
<b>Goal #6: Mission to ensure equal opportunity to further fair housing:</b>	
Eligible applicants required to attend one orientation program prior to admissions (on file)	100%
<b>Goal #7: Mission to promote self-sufficiency of adults, youths and elderly/disabled:</b>	
To promote Section 8 Family Self-Sufficiency Program	
*Average # of program participants was an average of: ( 36 participants)	99%
*Number of current program participants who are escrowing funds: average of (22)	69%
The provision of a comprehensive referral system for employment opportunities (on file)	100%
Continued effort to provide educational classes (documented)	100%
Continued to provide computer learning center availability for 4-days per week	100%
Continued supporting Congregate Services Program to distribute elderly home serv	100%
Continued writing of proposals for CSP and acquiring adequate funds - defined by DHHS	100%
Maintaining fully functioning Resident Advisory Board - (20 active members 2000)	100%
<b>Goal #8: To continue to operate PHA in a fiscally prudent manner:</b>	
Income exceeds expenses (documented)	100%
Operating reserves at least at the 80% level during current reporting period (on file)	100%
Continue to invest reserves according to Investment Policy (documented)	100%

**EXPLANATION:**

(a) **Installation of cameras:** Further installation is being scheduled.

(b) **Silent neighborhood crime watch:** Residents prefer to call police anonymously for fear of reprisals. Vineland Police Department closely interfaces with VHA staff and DEP investigator.

(d) **Escrow accounts:** Accounts are slowly increasing in numbers, but escrow amounts in dollars totaled \$30,000 among all program participants.

**Attachment "B"**  
**Admissions Policy for Deconcentration**  
**(File Name: nj063b01)**

## ***DECONCENTRATION POLICY***

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### **SUPPORTING DOCUMENTATION FOR VHA POSITION ON REQUIREMENT OF 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 VINELAND HOUSING AUTHORITY**

The Vineland Housing Authority is exempt from application of the requirement to deconcentrate poverty and mix incomes for the following reasons:

- (A) Each complex owned and operated by the Vineland Housing Authority is comprised of 100 or fewer public housing units
- (B) Four of the facilities owned and operated by the Vineland Housing Authority are units that house only elderly and disabled residents
- (C) The Vineland Housing operates scattered site rental. However, by the very nature and the fact that these units are scattered throughout the City of Vineland, they are exempt from the deconcentration requirement.

### **CLOSING SUMMARY**

Due to the Authority's interpretation of 24 CFR Part 903, the Vineland Housing Authority deems itself to be in compliance with the deconcentration requirement and is not required to take further action regarding the December 22, 2000 24 CFR Final ruling.

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2001-19**

**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 rule 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, management has deemed the Housing Authority is exempt from taking any further action regarding the deconcentration of poverty in the Vineland Housing Authority for the following reasons referenced in 24 CFR, Part 903, Part VII published on December 22, 2000:

- a. Four sites operated by the Authority house elderly and disabled persons.
- b. The Authority operates two general occupancy, family public housing developments: one 50-unit complex and one 25-unit complex. These two complexes total 75 units.
- c. The scattered sites operated by the Authority are all under one hundred units.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Vineland has deemed the Authority fully compliant and precludes management from taking any further action regarding 24 CFR, Part 903, Part VII.

ADOPTED: April 19, 2001

\_\_\_\_\_  
Robert W. Brown, Sr. – Chairman

\_\_\_\_\_  
Chris Chapman

\_\_\_\_\_  
Beatrice Corbin

\_\_\_\_\_  
Joseph Asselta

\_\_\_\_\_  
Robert D’Orazio, Vice Chairman

**ATTEST:**

\_\_\_\_\_  
Robert T. Noble  
Secretary/Treasurer

**Annual Statement/Performance and Evaluation Report --- Attachment "C" – (nj063c01)**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>The Housing Authority of the City of Vineland</b>	Grant Type and Number Capital Fund Program Grant No: <b>NJ39P06350101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
--	--	-------------------------------------

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	<b>\$50,000.00</b>			
4	1410 Administration	<b>\$108,000.00</b>			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<b>\$24,067.00</b>			
8	1440 Site Acquisition				
9	1450 Site Improvement	<b>\$134,900.00</b>			
10	1460 Dwelling Structures	<b>\$249,927.00</b>			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	<b>\$519,350.00</b>			
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	<b>\$94,456.00</b>			
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,180,700.00</b>			
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				

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

PHA Name: <b>The Housing Authority of the City of Vineland</b>		Grant Type and Number Capital Fund Program Grant No: <b>NJ39P06350101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
H. A. Wide	<b>Mgmt. Improvements:</b>	<b>1408</b>						
	Soft Costs							
	Computer Trng. For Staff			\$7,500.00				
	Part'l funding for C.L.C.			\$25,000.00				
	Hard Costs							
	Upgrade Computer Hardware			\$8,750.00				
	Purchase Computer Software			\$8,750.00				
	<b>SUBTOTAL</b>	<b>1408</b>		<b>\$50,000.00</b>				
H. A. Wide	<b>Administration:</b>	<b>1410</b>						
	Part'l Pymt Var Sal related to CFP			\$108,000.00				
	<b>SUBTOTAL</b>	<b>1410</b>		<b>\$108,000.00</b>				
H. A. Wide	<b>Fees &amp; Costs:</b>	<b>1430</b>						
	Architectural & Engineering Fees			\$24,067.00				
	<b>SUBTOTAL</b>	<b>1430</b>		<b>\$24,067.00</b>				
	<b>Site:</b>	<b>1450</b>						
63-14 OLIVIO TOWERS	Create "One Way Drives"			\$134,900.00				
	<b>SUBTOTAL</b>	<b>1450</b>		<b>\$134,900.00</b>				
	(Continued on Following Page)							

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

PHA Name: <b>The Housing Authority of the City of Vineland</b>		Grant Type and Number Capital Fund Program Grant No: <b>NJ39P06350101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	(Continued from Previous Page)							
	<b>Mechanical &amp; Electrical</b>	<b>1460</b>						
63-6 KIDSTON TOWERS	Upgrade Sound System			\$34,921.00				
	<b>Dwelling Units</b>							
63-4 AXTELL ESTATES	Renovate Kitchens in all Units			\$215,006.00				
	SUBTOTAL	1460		\$249,927.00				
	<b>Interior Common Areas</b>	<b>1470</b>						
63-14 OLIVIO TOWERS	Replace Carpet & Wallpaper (Halls & Common Rooms)			\$245,320.00				
	<b>Site Wide Facilities</b>							
63-1b D’ORAZIO TERRACE	Renovate Community Building			\$147,160.00				
63-2 TARKILN ACRES	Renovate Community Building			\$126,870.00				
	SUBTOTAL	1470		\$519,530.00				
	<b>Contingency</b>	<b>1502</b>						
	Various Projects			\$94,456.00				
	SUBTOTAL	1502		\$94,456.00				
	<b>TOTAL 2001 CFP GRANT</b>			<b>\$1,180,700.00</b>				

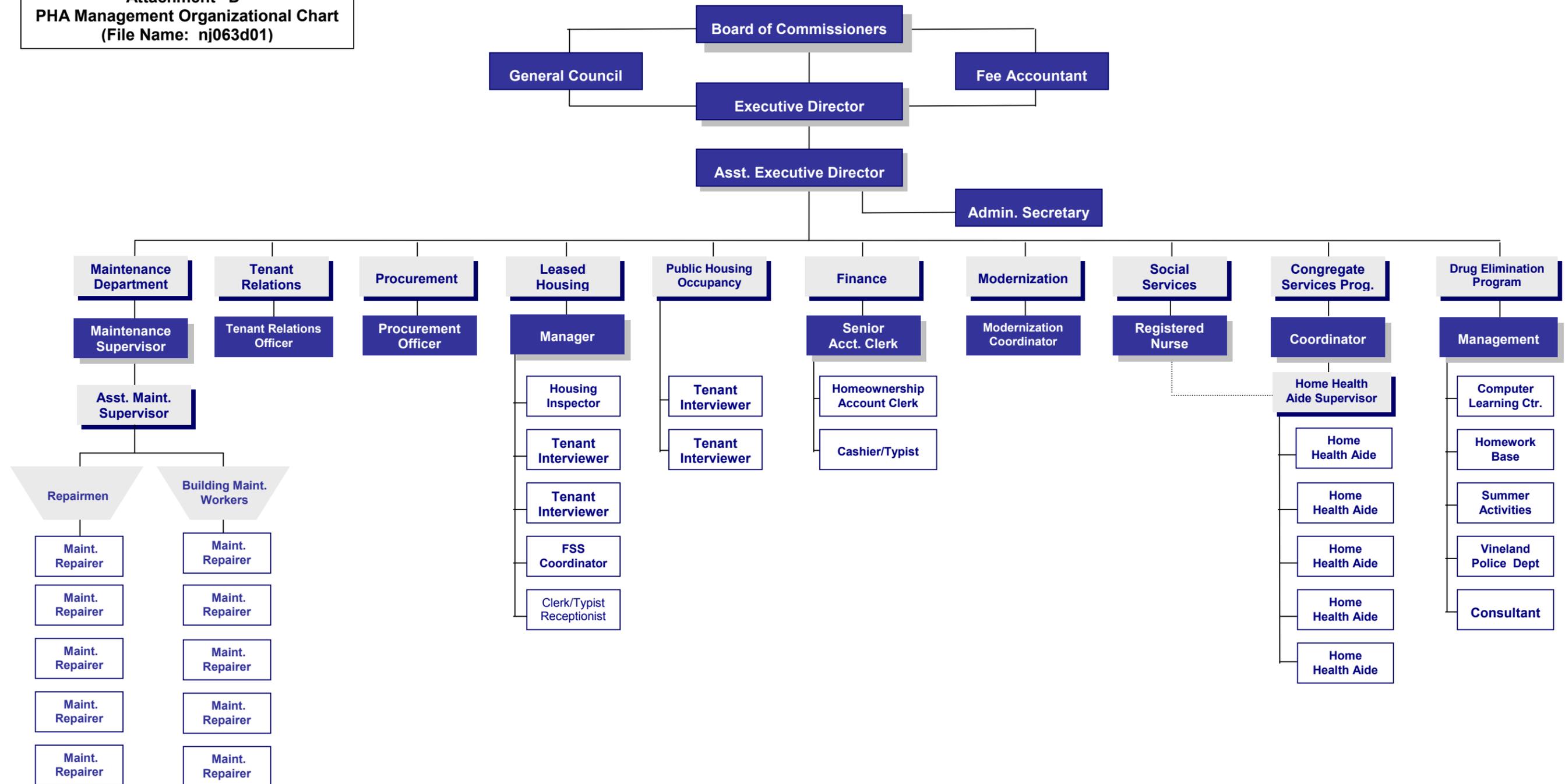
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>The Housing Authority of the City of Vineland</b>		Grant Type and Number Capital Fund Program No: <b>NJ39P06350101</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
<b>H. A. WIDE</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-2, TARKILN ACRES</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-5, SCAT. SITE (Rentals)</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-6, KIDSTON TOWERS</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-14 OLIVIO TOWERS</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-18, SCAT. SITE (Rentals)</b>	<b>10/02</b>				<b>10/04</b>			
<b>NJ 63-19, SCAT. SITE (Rentals)</b>	<b>10/02</b>				<b>10/04</b>			

# Housing Authority of the City of Vineland

## Organization Chart

Attachment "D"  
PHA Management Organizational Chart  
(File Name: nj063d01)



**Attachment "E" -- FY 2002 Capital Fund Program Five-Year Action Plan -- (File Name: nj063e01)**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name: <b>The Housing Authority of the City of Vineland</b>		Locality: (City, County & State) <b>Vineland, Cumberland County, New Jersey</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number / Name / HA-Wide	Year ONE Annual Statement FFY Grant: <b>01</b>	Year TWO Work Statement FFY Grant: <b>02</b> PHA FY: <b>2001 / 2002</b>	Year THREE Work Statement FFY Grant: <b>03</b> PHA FY: <b>2002 / 2003</b>	Year FOUR Work Statement FFY Grant: <b>04</b> PHA FY: <b>2003 / 2004</b>	Year FIVE Work Statement FFY Grant: <b>05</b> PHA FY: <b>2004 / 2005</b>
<b>H. A. WIDE (Operations)</b>		<b>\$17,008.00</b>	<b>\$33,989.00</b>	<b>\$5,019.00</b>	<b>\$13,212.00</b>
<b>H. A. WIDE (Mgmt. Improvements)</b>		<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
<b>H. A. WIDE (Administration)</b>		<b>\$108,000.00</b>	<b>\$108,000.00</b>	<b>\$108,000.00</b>	<b>\$108,000.00</b>
<b>H. A. WIDE (Fees &amp; Costs)</b>		<b>\$24,067.00</b>	<b>\$24,067.00</b>	<b>\$24,067.00</b>	<b>\$24,067.00</b>
<b>NJ 63-1a, PARKVIEW APTS.</b>		<b>\$61,535.00</b>	<b>\$116,780.00</b>		<b>\$160,890.00</b>
<b>NJ 63-1b, D'ORAZIO TERR.</b>			<b>\$76,000.00</b>	<b>\$175,000.00</b>	
<b>NJ 63-2, TARKILN ACRES</b>		<b>\$182,000.00</b>	<b>\$372,872.00</b>	<b>\$318,158.00</b>	
<b>NJ 63-3, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-4, AXTELL ESTATES</b>		<b>\$187,324.00</b>			
<b>NJ 63-5, SCAT. SITE (Rentals)</b>		<b>\$44,925.00</b>	<b>\$21,250.00</b>	<b>\$81,000.00</b>	<b>\$237,500.00</b>
<b>NJ 63-6, KIDSTON TOWERS</b>		<b>\$120,000.00</b>	<b>\$56,750.00</b>	<b>\$100,000.00</b>	<b>\$32,575.00</b>
<b>NJ 63-8, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-9, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-10, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-14 OLIVIO TOWERS</b>		<b>\$195,850.00</b>	<b>\$138,250.00</b>	<b>\$75,000.00</b>	<b>\$40,000.00</b>
<b>NJ 63-15, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-16, SCAT. SITE (Turnkey III)</b>					
<b>NJ 63-18, SCAT. SITE (Rentals)</b>		<b>\$81,652.00</b>	<b>\$28,392.00</b>	<b>\$75,000.00</b>	<b>\$120,000.00</b>
<b>NJ 63-19, SCAT. SITE (Rentals)</b>		<b>\$13,883.00</b>	<b>\$59,894.00</b>	<b>\$75,000.00</b>	<b>\$300,000.00</b>
<b>H. A. WIDE (Contingency)</b>		<b>\$94,456.00</b>	<b>\$94,456.00</b>	<b>\$94,456.00</b>	<b>\$94,456.00</b>
<b>Total CFP Funds (Est.)</b>		<b>\$1,180,700.00</b>	<b>\$1,180,700.00</b>	<b>\$1,180,700.00</b>	<b>\$1,180,700.00</b>
<b>Total Replacement Housing Factor Funds</b>					













**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
	<b>NJ 63-5, SCATTERED SITE (Rentals)</b>			<b>NJ 63-5, SCATTERED SITE (Rentals)</b>		
	<b>Building Exterior:</b>			<b>Building Exterior:</b>		
	<b>Various Projects</b>		<b>\$27,825.00</b>	<b>Various Projects</b>		<b>\$21,250.00</b>
	<b>Dwelling Units:</b>					
	<b>Various Projects</b>		<b>\$13,500.00</b>			
	<b>Site-Wide Facilities</b>					
	<b>New Sidewalks and / or Drives</b>		<b>\$3,600.00</b>			
	<b>Scat. Site (NJ63-5) Total for Year TWO</b>		<b>\$44,925.00</b>	<b>Scat. Site (NJ63-5) Total for Year THREE</b>		<b>\$21,250.00</b>

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
	<b>NJ 63-5, SCATTERED SITE (Rentals)</b>			<b>NJ 63-5, SCATTERED SITE (Rentals)</b>		
	<b>Dwelling Units:</b>			<b>Building Exterior:</b>		
	<b>Renovate Kitchens &amp; Bathroom</b>		<b>\$81,000.00</b>	<b>Replace Flashing and Roofs</b>		<b>\$237,500.00</b>
	<b>Scat. Site (NJ63-5) Total for Year FOUR</b>		<b>\$81,000.00</b>	<b>Scat. Site (NJ63-5) Total for Year FIVE</b>		<b>\$237,500.00</b>















**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
	<b>NJ 63-18, SCATTERED SITE (Rentals)</b>			<b>NJ 63-18, SCATTERED SITE (Rentals)</b>		
	<b>Mechanical &amp; Electrical:</b>			<b>Mechanical &amp; Electrical:</b>		
	<b>Various Projects</b>		<b>\$2,882.00</b>	<b>Various Projects</b>		<b>\$2,017.00</b>
	<b>Building Exterior:</b>			<b>Building Exterior:</b>		
	<b>Various Projects</b>		<b>\$28,325.00</b>	<b>Various Projects</b>		<b>\$25,950.00</b>
	<b>Dwelling Units:</b>			<b>Dwelling Equipment:</b>		
	<b>Various Projects</b>		<b>\$45,930.00</b>	<b>Replace Stoves</b>		<b>\$425.00</b>
	<b>Dwelling Equipment:</b>					
	<b>Replace Stoves</b>		<b>\$915.00</b>			
	<b>Site-Wide Facilities</b>					
	<b>New Sidewalks and / or Drives</b>		<b>\$3,600.00</b>			
	<b>Scat. Site (NJ63-18) Total for Year TWO</b>		<b>\$81,652.00</b>	<b>Scat. Site (NJ63-18) Total for Year THREE</b>		<b>\$28,392.00</b>

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
	<b>NJ 63-18, SCATTERED SITE (Rentals)</b>			<b>NJ 63-18, SCATTERED SITE (Rentals)</b>		
	<b>Mechanical &amp; Electrical</b>			<b>Dwellings Units:</b>		
	<b>Upgrade Heating Systems &amp; H.W. Heaters</b>		<b>\$75,000.00</b>	<b>Renovate Kitchens</b>		<b>\$120,000.00</b>
	<b>Scat. Site (NJ63-18) Total for Year FOUR</b>		<b>\$75,000.00</b>	<b>Scat. Site (NJ63-18) Total for Year FIVE</b>		<b>\$120,000.00</b>

**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
	<b>NJ 63-19, SCATTERED SITE (Rentals)</b>			<b>NJ 63-19, SCATTERED SITE (Rentals)</b>		
	<b>Mechanical &amp; Electrical:</b>			<b>Site:</b>		
	<b>Various Projects</b>		<b>\$1,925.00</b>	<b>Miscellaneous Improvements</b>		<b>\$3,400.00</b>
	<b>Building Exterior:</b>			<b>Mechanical &amp; Electrical:</b>		
	<b>Various Projects</b>		<b>\$7,443.00</b>	<b>Various Projects</b>		<b>\$20,167.00</b>
	<b>Dwelling Equipment:</b>			<b>Building Exterior:</b>		
	<b>Replace Stoves</b>		<b>\$915.00</b>	<b>Various Projects</b>		<b>\$26,527.00</b>
	<b>Site-Wide Facilities</b>			<b>Dwelling Units:</b>		
	<b>New Sidewalks and / or Drives</b>		<b>\$3,600.00</b>	<b>Various Projects</b>		<b>\$9,375.00</b>
				<b>Dwelling Equipment:</b>		
				<b>Replace Stoves</b>		<b>\$425.00</b>
	<b>Scat. Site (NJ63-19) Total for Year TWO</b>		<b>\$13,883.00</b>	<b>Scat. Site (NJ63-19) Total for Year THREE</b>		<b>\$59,894.00</b>

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
	<b>NJ 63-19, SCATTERED SITE (Rentals)</b>			<b>NJ 63-19, SCATTERED SITE (Rentals)</b>		
	<b>Mechanical &amp; Electrical:</b>			<b>Mechanical &amp; Electrical:</b>		
	<b>Upgrade Heating Systems &amp; H.W. Heaters</b>		<b>\$75,000.00</b>	<b>Upgrade Septic Systems</b>		<b>\$300,000.00</b>
	<b>Scat. Site (NJ63-19) Total for Year FOUR</b>		<b>\$75,000.00</b>	<b>Scat. Site (NJ63-19) Total for Year FIVE</b>		<b>\$300,000.00</b>



**Attachment “F”**  
 Public Housing Drug Elimination Program (PHDEP) Plan  
 (File Name: nj063f01)

**Public Housing Drug Elimination Program Grant**

(PHDEP Number NJ39DEP0630101)

**Annual PHDEP Plan Table of Contents**

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

**Section 1: General Information/History**

A. Amount of PHDEP Grant \$ **151,346**

B. Eligibility type **R**

C. FFY in which funding is requested **FFY 2001**

D. **Executive Summary** of Annual PHDEP Plan

The Vineland Housing Authority has received PHDEP Grants in the year 1990 through 2000. These Funds have been dedicated to a comprehensive program of drug prevention and law enforcement activities. This emphasis will continue in the proposed FFY 2001 PHDEP Grant and also within the five-year Authority’s plan, if funded. The Vineland Housing Authority is seeking \$151,346 of which approximately **fifty-five (55%)** percent is allocated for drug prevention in line item 9160 and augmented by law enforcement initiatives and investigative services.

E. **Target Areas** – The targeted areas I and II areas are encompassed by the following roads/streets and include the following developments/sites:

Area I - Chestnut Avenue, South West Avenue, Walnut Road and South East Avenue

Area II – Park Avenue, North West Avenue, Landis Avenue and North East Avenue

PHDEP Target Areas Name of development(s) or site(s)	Total # of Units within the PHDEP target Area(s)	Total Population to be served within the PHDEP Target Area(s)
Parkview Apartments #63-01a	25	64
Tarkiln Acres Apartments #63-002	150	184
Axtell Estates Apartment	50	267
Scattered Sites	25	88

F **Duration of Program**      **12 Months**

G **PHDEP Program History**

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance As of Date of This submission	Grant Extensions or Waivers	Anticipated Completion Date
1995	\$250,000	NJ39DEP0195	-0-	None	3-99
1996	\$250,000	NJ39DEP0196	-0-	None	3-99
1997	\$201,000	NJ39DEP0197	-0-	None	12-99
1998	\$195,600	NJ39DEP0198	-0-	None	12-00
1999	\$139,200	NJ39DEP0199	-0-	None	3-00
2000	\$145,098	NJ39DEP0100	97,528.36	None	9-01

**2.PHDEP Plan Goals/Budget**

**A. PHDEP Plan Summary**

The Vineland Housing Authority has developed an action plan which includes the on-going goals: (1) Reduce crime in the public housing developments to a level equal or less than the preceding year as compared to the City of Vineland, with the development of strategies and tactics in coordination with the Vineland Police Department. (2) Present educational, cultural, recreational, computer and life skill programs as alternatives to crime and substance abuse for residents. (3) Establish working relationships with local community support groups. (4) Provide technical and administrative services/reports in compliance with applicable regulations, statutes, etc. (5) Involve residents in the development of security and drug abuse programs. All the aforementioned goals and subsequent objectives are directed towards the safety and security of the residents so as to improve the quality of life and enhance employment opportunities.

**B. PHDEP Budget Summary**

<b><u>FY 2001 PHDEP Budget Summary</u></b>	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$36,000
9120 – Security Personnel	-0-
9130 – Employment of Investigators	\$15,000
9150 – Physical Improvement	\$10,248
9160 – Drug Prevention	\$80,098
9170 – Drug Intervention	-0-
9180 – Drug Treatment	-0-
9190 – Other Program Costs	\$10,000
<b>Total PHDEP Funding</b>	<b>\$151,346</b>

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding \$ 40,000</b>		
<b>Goal(s)</b>		<b>Reduce the amount of criminal &amp; illegal drug activities in target area.</b>					
<b>Objective(s)</b>		<b>Develop strategies and tactics to reduce criminal activity Inform &amp; involve residents in anti-drug/criminal. Compile a database of crime statistics. Make recommendations for the improvement of safety &amp; security issues.</b>					
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHDEP Funding</b>	<b>Other Funding (Amount/Source)</b>	<b>Performance Indicators</b>
Provide patrols above baseline and submit required reports			10/01	09/02	\$36,000	-0-	Monthly report of activities & expended hrs. of service (monitored) Reduction of criminal activity.

<b>9120 – Security Personnel</b>					<b>Total PHDEP Funding \$ -0-</b>		
<b>Goal(s)</b>		<b>Provide additional safety &amp; security measures for residents.</b>					
<b>Objective(s)</b>		<b>Compliment police services and security measures. Provide reports of unusual circumstances.</b>					
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHDEP Funding</b>	<b>Other Funding (Amount/Source)</b>	<b>Performance Indicators</b>
Provide patrol services as required.			10/01	09/02	-0-	\$74,000 (estimate) VHA	Submission and review of all reports, including service observations and monitoring.

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding \$ 15,000</b>		
<b>Goal(s)</b>		<b>Investigate drug-related crime and other violations. Complement police activities.</b>					
<b>Objectives</b>		<b>Conducted investigations as required, testify in appropriate adjudication hearings and make recommendations as needed.</b>					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Conduct investigations, testify, make recommendations			10/01	09/02	\$15,000	-0-	Review of submitted reports and individual conferences.

<b>9150 – Physical Improvements</b>					<b>Total PHDEP Funding \$ -0-</b>		
<b>Goal(s)</b>		<b>Continue physical improvements as needed/required.</b>					
<b>Objectives</b>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Repair/upgrade of physical needs of projects as required.			10/01	09/02	\$10,248	\$400,000 (VHA)	Completed Renovations to Axtell Estates Community Center

<b>9160 – Drug Preventio2</b>					<b>Total PHDEP Funding \$80,098</b>		
<b>Goal(s)</b>		<b>Presentations of positive behavioral programs, elimination of idleness which foster illegal drug &amp; criminal activity.</b>					
<b>Objectives</b>		<b>Plan, develop, supervise and coordinate programs as alternatives to crime &amp; substance abuse and assistance for employment of residents.</b>					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Program presentations for youth and adults of educational cultural, Recreational computer & life skills programs	623	Residents of target population	10/01	09/02	\$80,098	\$30,800 (VHA) \$20,000 (VPD) \$2,100 (CDBG)	Review submitted reports and operational observations of significant changes.

<b>9170 – Drug Intervention</b>					<b>Total PHDEP Funding \$ -0-</b>		
<b>Goal(s)</b>		<b>Referrals to other agencies shall be made as requested/needed</b>					
<b>Objectives</b>		<b>NA</b>					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
NA	NA	NA	NA	NA	NA	NA	NA

<b>9180 – Drug Treatment</b>					<b>Total PHDEP Funding \$ -0-</b>		
<b>Goal(s)</b>		<b>Referrals to other agencies shall be made as requested/needed</b>					
<b>Objectives</b>							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
NA	NA	NA	NA	NA	NA	NA	NA

<b>9190 – Other Program Costs</b>					<b>Total PHDEP Funding \$ 10,000</b>		
<b>Goal(s)</b>		<b>Provide technical &amp; administrative services of PHDEP proposed activities.</b>					
<b>Objectives</b>		<b>Compliance with applicable regulations, statutes, etc in the implementation of the PHDEP Grant.</b>					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Review monthly vendor reports, submitted required HUD reports, make recommendations as needed.			10/01	09/02	\$10,000	None	Approval of required reports to/by HUD. On-site reviews & conferences.

**Section 3: Expenditure/Obligation Milestones**

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity	Total PHDEP Funding Obligated (sum of the activities)
9110	All activities	9,000	18,000	36,000
9120	NA	0	0	NA
9130	All activities	3,750	7,500	15,000
9140	NA	0	0	NA
9150	Site Improvement	2,562	5,124	10,248
9160	All activities	20,025	40,049	80,098
9170	NA	0	0	NA
9180	NA	0	0	NA
9190	All activities	2,500	5,000	10,000
TOTAL	All proposed activities	37,837	75,673	\$151,346

**Section 4: Certifications**

**As instructed in PIH 200-43 issued September 18, 2000, the Vineland Housing Authority will submit the originals of the forms listed below to HUD-Newark, NJ:**

See attachments

- ◆ 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)

**Attachment "G"**  
**Comments of Resident Advisory Board**  
**(File Name: nj063g01)**

**Vineland Housing Authority's Resident Advisory Board met on March 28, 2001 to review the Authority's Five-Year Agency Plan (2000-2004) and the Authority's second Annual Plan for period of (10/1/2001-9/30/2002). The Agenda for the RAB meeting held on March 28, 2001, the comments of the Resident Advisory Board, and the VHA's responses to those comments are shown below.**

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

**March 28, 2001  
AGENDA**

1. Welcome (Sign-in sheet) provided
2. Brief Review of the 1998 Housing ACT - Quality Housing & Work Responsibility Act
3. Update on Fiscal Year 2000 Public Housing Assessment System Score - 96.7%
4. Five-Year Agency Plan for period of 2000-2004
5. A Discussion on the new HUD-QHWRA Final Rules
  - a. Final Rule - Pet Policy in Family Units
  - b. Final Rule - Initiating Community Services
  - c. Final Rule - Deconcentration
6. A. Review of the Authority's accomplishments as they relate to the first Agency Plan-7/2000
7. A Review of the Authority's new initiatives as they relate to the second Agency Plan-7/2001
8. Suggestions for VHA's Five-Year Agency Plan 2000-2004 AND ANNUAL YEAR 2001/2002
9. Questions and Answer Period
10. Closing Remarks
11. Refreshments

## **Comments from the Resident Advisory Board**

**COMMENT:** The gate to West Avenue should be open to make it easier to back one's car.

**RESPONSE:** The gate to West Avenue has been closed and shall remain closed so as to control traffic for safety and to add to security.

**COMMENT:** The upstairs in the family site is too hot, and bedroom carpets are desirable.

**RESPONSE:** Not more than two years ago, the heat had been corrected. The Authority does not anticipate putting carpet in the family units due to the heavy traffic areas in family units.

**Attachment “H”  
Listing of Resident Advisory Board Members  
(File Name: nj063h01)**

**CURRENT LIST  
OF  
RESIDENT ADVISORY BOARD MEMBERS**

<b>NAME</b>	<b>SITE/APT. NUMBER</b>	<b>TERM</b>	<b>TELEPHONE NUMBER</b>	<b>RC</b>	<b>APPOINTED</b>
David McGonigle	Olivio T. #207	2 Yrs	696-1410	Yes	Yes
Hazel Galloway	Olivio T. #505	2 Yrs	692-2506	Yes	Yes
Emma Berandini	Olivio T. #406	2 Yrs	691-5471	Yes	Yes
Anne Fish	Olivio T. #612	2 Yrs	692-2460	Yes	Yes
Lynn Applebaum	Kidston T. #10-A	2 Yrs	691-1266	Yes	Yes
Bernadette Bogard	Kidston T. #2-H	2 Yrs	205-9864	Yes	Yes
Tony Van Buren	Kidston T. # 8-H	2 Yrs	205-1274	Yes	Yes
Margaret Giacomelli	Kidston T. # 5-G	2 Yrs	691-1093	Yes	Yes
Ruth Dean	Tarkiln A. # 29-A	2 Yrs	696-1634	Yes	Yes
Eleanore Lombardo	Tarkiln A. #7-A	2 Yrs	692-5208	Yes	Yes
Blanche McCutchen	Tarkiln A. 12-A	2 Yrs	692-4508	Yes	Yes
Melanie Alexander	Parkview A. #23	2 Yrs	507-1551	Yes	Yes
Jean Harrington	Parkview A. #17	2 Yrs	696-6931	Yes	Yes
Luis Nunez	Axtell Estates #9	2 Yrs	774-6213	Yes	Yes
Amelia Rodriguez	Axtell Estates #35	2 Yrs	563-1547	Yes	Yes
Cheryl Scholar	Axtell Estates #39	2 Yrs	690-0073	Yes	Yes
Louis Lopez	D'Orazio T. #83	2 Yrs	696-1796	Yes	Yes
Cecelia Soto	D'Orazio T. #33	2 Yrs		Yes	Yes
Consuelo Gutierrez	D'Orazio T. #32	2 Yrs	690-1483	Yes	Yes

**Attachment "I"**  
**Resident Membership of the Governing Body**  
**(File Name: nj063i01)**

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:

**Margarita Cruz**

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

Elected

Appointed (**By City Council**)

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

**5/23/2001 to 11/23/2002 (Commissioner is filling an un-expired term of  
of a deceased commissioner)**

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:

**11/22/2001 (Note: Two (2) terms expire on this date)**

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

**1 appointment is from the Mayor:**

**Mayor Perry D. Barse**

**1 appointment is from City Council:**

**Council President Ruben Bermudez**

**Councilman John Barreta**

**Councilman James A. Forcinito**

**Councilwoman Shenna Santiago**

**Councilwoman Barbara J. Sheftall**

**Attachment "J"**  
**Pet Policy**  
**(File Name: nj063j01)**

## **Pet Ownership – FAMILY UNITS**

The Vineland Housing Authority revised its Pet Policy on June 23, 1999 to be effective October 1, 1999. The revisions address 24CFR, 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 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 25 CFR Part 960. The updated Pet Policy is part of the VHA dwelling lease.

The Pet Policy has been made part of the Occupancy Policy.

**Attachment "K"**  
**Implementation of Public Housing Resident Community Service Requirements**  
**(File Name: nj063k01)**

## **IMPLEMENTATION OF COMMUNITY SERVICE & SELF-SUFFICIENCY POLICY**

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### **STATEMENT – FOR AGENCY PLAN 2000-2004 – ANNUAL PLAN 2001**

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 Program. The new regulations at 24 CFR Part 960, Subpart F required its implementation for PHAs with FY beginning 10/1/2000. The Authority did initiate this portion of the new Housing Act of 1998 on October 1, 2000.

*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 & Self-Sufficiency Policy currently being conducted since its initiation on October 1, 2000.*

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On December 21, 2000, the Vineland Housing Authority entered into a Memorandum of Understanding with the New Jersey Division of Family Development.

#### **NJ Division of Family Development**

The NJ Division of Family publishes NJ Work First materials to assist WFNJ clients in understanding how New Jersey's welfare program operates. As part of the Memorandum of Understanding, the Division of Family Development will supply, upon request and for the number requested, written materials for use by the Vineland Housing Authority. In addition, the MOU states that the WFNJ agrees to provide on-site training for VHA staff to familiarize them with the contents of the handbook.

#### **THE VINELAND HOUSING AUTHORITY WILL:**

The VHA will in turn distribute WFNJ Participant Handbooks to WFNJ residents, Section 8 clients, and new applicants at the time of occupancy into either public housing units, or in Section 8 assisted housing units.

#### **VHA'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 Vineland, A Resident's Guide for Community Service".
- (B) The Housing Authority's Social Worker acquires a "Letter of Support" form local area agencies who are willing to participate as a community service self-sufficiency workplace.
- (C) The Housing Authority composed an "introductory letter" for the resident to take with them to a participating agency in which they perform their community service work.
- (D) The Housing Authority created a "verification form" entitled, "Verification Form Community Service and Educational Program Hours Performed", which is used by the tenant to verify the completion of the community service work performed during the year.
- (E) The Housing Authority also developed a procedure for handling cases entitled, "A 7-Step Process for handling Community & Self-Sufficiency Cases".

