

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 7/1/01-6/30/02

**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: GLOUCESTER CITY HOUSING AUTHORITY

PHA Number: NJ 39 P218 001

PHA Fiscal Year Beginning: (mm/yyyy) 7/01

PHA Plan Contact Information:

Name: SUE McELHATTON

Phone: (856) 456-5772

TDD:

Email (if available): gcha@voicenet.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)PRD Management Inc.

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

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

PHA Programs Administered:

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

Annual PHA Plan
Fiscal Year 20
[24 CFR Part 903.7]

i. Table of Contents

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

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Annual Plan

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- Other (List below, providing each attachment name)

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

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

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

Over the last year the GCHA has amended our Admission's Policy and Pet Policy.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 162,744.00

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

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

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment X

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

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

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

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

- 1. Yes X No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2. If yes, the comments are Attached at Attachment (File name)
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment _____.
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the at the end of the RAB Comments in Attachment _____.
 - Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Camden County
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
 Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Provide safe, affordable housing opportunities for seniors, disabled persons and families in need. Maintain and encourage services that foster independent living, Preserving and expanding the supply of affordable housing through acquisition, and rehabilitation.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan:

No substantial deviation from the 5-year Plan.

B. Significant Amendment or Modification to the Annual Plan:

Attachment A Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents X <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
NONE REQUIRED	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: GLOUCESTER CITY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 7/1/01 – 6/30/02
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 4,740.00		\$4,740.00	\$4,297.00
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$2,500.00		\$2,500.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$155,504.00		\$155,504.00	\$143,251.00
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$162,744.00		\$162,744.00	\$147,548.00
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	\$0.00		\$0.00	

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NJ39 P218 001	GLOUCESTER TOWNE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
EXTERIOR WATERPROOFING	\$ 50,000	6/01
REPLACE CARPETS	\$ 12,500	6/02
EMERGENCY SYSTEM	\$106,418	4/01
KITCHEN CABINETS (REPLACE 60 APT)	\$190,000.	6/03

PHA PUBLIC HOUSING DRUG ELIMINATION PROGRAM PLAN

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 0.00

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

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

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

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

F. Duration of Program

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

12 Months _____ **18 Months** _____ **24 Months** _____

G. PHDEP Program History N/A

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget – N/A

A. PHDEP Plan Summary

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

B. PHDEP Budget Summary N/A

Enter the total amount of PHDEP funding allocated to each line item.

FFY ____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. PHDEP Plan Goals and Activities – N/A

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match	Total PHDEP Funding: \$
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment ____ : Resident Member on the PHA Governing Board

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

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

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

- Elected
- Appointed

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

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: 2/2002

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

Required Attachment _____: Membership of the Resident Advisory Board or Boards

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

Elsie Cowgill
Jane Babcock
Elizabeth Carlini
Mabel Chatham
Anne Wade

OCCUPANCY POLICY

GLOUCESTER CITY HOUSING AUTHORITY
GLOUCESTER CITY, CAMDEN COUNTY, NJ

MARCH, 2001

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EXHIBIT A - TENANT SELECTION ASSIGNMENT PLAN

Passed by Resolution _____

STATEMENT OF POLICIES GOVERNING ADMISSION TO AND CONTINUED
OCCUPANCY OF THE PHA-AIDED HOUSING PROJECTS OPERATED BY THE
HOUSING AUTHORITY OF THE CITY OF GLOUCESTER
(Not Applicable to Section 8 or 23 programs)

OVERVIEW

It is the established policy of the Housing Authority of the City of Gloucester, to create an environment for moderate and low-income families and individuals in its project conducive to healthful living, family stability, sound family and community relations, good citizenship, proper upbringing of children and where the tenants regard the dwelling they occupy as their homes and the project as their neighborhood. The Authority recognizes that it has a public duty to provide decent, safe and sanitary dwellings for qualified families and senior citizens.

The occupancy of Authority projects by moderate and lowincome families and elderly individuals whose conducts and behavior, family life, lack of parental control over children and ways of living create influences that are adverse and detrimental to other families and individuals in the project or entire community, seriously interferes with the objectives of the Authority to provide wholesome family and community life.

The Authority, therefore, deems it necessary, in order to effectuate the policy herein set forth and provide procedural safeguards for the protection of familiesand individuals to establish the following grounds for eligibility for admission.

I. NON DISCRIMINATION POLICY --
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

A. The Authority shall adopt as its policy and practice in connection with the selection and assignment of tenants to its low-income housing programs policies that will assure equal opportunity and non-discrimination on grounds of race, religion, color, national origin, ancestry, sex, marital status, physical handicap or nationality as defined in Title 8 of the 1968 Civil Rights Act; Sec. 504 of the Rehabilitation Act and Executive Order #11063.

1. Methods of Administration - Administration of all dwelling units shall be accomplished on a uniformly non-discriminatory basis.

Race, religion color, national origin, ancestry, sex, marital status physical handicap, or nationality shall not be a factor in the assignment of managers and other staff responsible for the administration of the dwelling units or in the placement of applicants as tenants.

The Central Office of the Authority shall be the location of facilities for filing of applications for tenancy. This location shall provide circumstances for acceptance of applications as will afford the applicant the greatest opportunity for the exercise of his rights under the tenant selection and assignment plan adopted by the Authority.

B. The tenant selection criteria and requirements have been established and will be implemented in a manner compatible with the objectives of Title 6 of the 1964 Civil Rights Act; Title 8 of the 1968 Civil Rights Act; Sec. 504 of the Rehabilitation Act and Executives Order #11063.

C. Such policies and procedures shall: (1) not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g. unwed mothers or families with children born out of wedlock) (2) assure that selection by the PHA among otherwise eligible applicants is objective and reasonable; (3) be consistent with PHA's responsibilities as a public body; and (4) be in compliance with State, Local and Federal Laws and regulations, including the non-discrimination requirements of Title 6 of the 1964 Civil Rights Act; Title 8 of the 1968 Civil Rights Act; Sec. 504 of the Rehabilitation Act and Executive Order #11063.

D. Projects will be tenanted with selection policy outlined below and will permit the PHA to achieve the adopted Rent Range Distributions as determined by EMAD Section of HUD Newark .

II. INITIAL RENT-UP
TENANT SELECTION AND ASSIGNMENT

A. Advertisements and notifications for the available applications will be in accord with all HUD regulations pertaining to said applications.

B. All interested applicants will be required to fill out an application form. To insure availability, applications will be available to applicants for an advertised one week (6 day) period. Within ten (10) days of the close of this period, applications must be completed and returned to the rent up office. All rental inquiry forms of the applicant will be written in a bound book in the order the application was returned.

C. Each applicant shall be assigned his appropriate place on a communitywide basis based upon the date and time his application is received, suitable type or size of unit, and factors affecting preference or priority established by this Authority's regulations governing admission to and continued occupancy of its lowincome housing program which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1968, Sec. 504 of the Rehabilitation Act, Executive Order #11063, and the HUD regulations and requirements pursuant Thereto.

D. Mobility impaired persons and those displaced by public action will be given priority in the Tenant Selection Process. Mobility impaired persons will be accommodated to the extent that barrier free units are available or readily made available.

III. SELECTION AND ASSIGNMENT AFTER INITIAL RENTUP

Once the initial rent up is completed, all those not immediately placed will be notified that they are being kept on a waiting list, and advertisements will be posted stating applications for the waiting list will be accepted. These applications will be processed as those in the initial rent-up; however, **the application process from this point on will remain open.** Any eligible person wishing to place an application on file may do so. All applications will be date and time stamped and the applicant's name and address will be processed for placements according to the Authority's official tenant selection criteria.

A suitable vacancy arising at a given time shall be offered to the next eligible applicant on the waiting list in accordance with the Authority's official tenant selection criteria. The eligible applicant must accept the first vacancy offered; failure to do so without a reasonable cause as outlined below will necessitate removal from the waiting list.

If the applicant is willing to accept the unit offered, but is unable to move at the time the offering is made and he/she presents clear evidence of such inability to move to the

Authority's satisfaction, refusal of the offer shall not be considered a failure to accept the unit offered; however, no postponement of more than 60 days will be accepted.

and/or

If the applicant presents to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, or national origin, those reasons which will be considered valid will be death of an immediate family relative or a temporary medical situation (certified by a doctor) which would be aggravated by an immediate move. Refusal to accept an offer and occupy a unit within 60 days of an offer will cause that applicant's application to be canceled.

IV ELIGIBILITY FOR ADMISSION:

A. This Authority will admit as tenants of its low-income projects, applicants who at the time of admission meet all of the following requirements:

1. Qualify as a family (See definition);
2. Whose gross income does not exceed the published limits attached or the HUD Adjusted limits as they may be published in the Federal Register from time to time.
3. No person or family shall be excluded on the grounds of race, religion, color, national origin, ancestry, sex, marital status, physical handicap or nationality as defined in Title 6 of the 1964 Civil Rights Act; Title 8 of the 1968 Civil Rights Act; Sec. 504 of the Rehabilitation Act and Executive Order #11063.
4. Who have maintained a satisfactory credit record;
5. Who maintain satisfactory housekeeping as evidenced by a home visit and evaluation by Authority Representatives.
6. Who have a history of no previous lease violations involving late payments, failure to pay rent, public disturbances, damage to living unit or the property of others and/or physical or verbal attacks on others as documented by police reports or other reliable services.

7. *Who do not have any drug-related criminal activity*

8. *Who the PHA does not have reasonable cause to believe the applicant or members of the applicants family use illegally controlled substances or whose use or a pattern of illegal use of controlled substances may*

interfere with the health, safety, or right of peaceful enjoyment of the premises by other tenants.

9. Who do not have a criminal record. If applicant is denied occupancy based on their criminal record, a copy of that criminal record will be provided.

B. PREFERENCE IN SELECTION OF TENANTS:

Eligible applicants will be selected for dwellings of given sizes in the following order. Preference will be given to:

1. Working Families Applicants (excluding Senior and handicapped or disabled families) living in the City of Gloucester.
2. Working Families Applicants (excluding Senior and handicapped or disabled families) living outside the City of Gloucester.
3. Applicants who have been governmentally, displaced through no fault of their own who are living in the City of Gloucester.
4. Applicants who have been governmental displaced through no fault of their own who are living outside the City of Gloucester.
5. Applicants living in the City of Gloucester.
6. Applicants living outside the City of Gloucester

Pursuant to HUD guidelines, Seniors and handicapped/disabled applicants are not required to work, therefor there is no need for preferences for working Seniors or working handicapped/disabled persons.

NOTE: Items one through four of the preferences in selection of tenants are the proposed changes.

V. ELIGIBILITY FOR CONTINUED OCCUPANCY

A. Only those occupants meeting all of the following requirements will be considered eligible for continued occupancy:

1. Qualify as a family, or the remaining members of a tenant family.
2. Tenant families shall continue to be eligible, as their income may increase, and comply with all other eligibility requirements, until such time as their income is sufficient and the Authority has identified as unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding 30% of the family's income as defined by the PHA for the purpose of determining rents; or as it is required to do so by local law.

EXHIBIT A

TENANT SELECTION AND ASSIGNMENT PLAN

- A. Advertisement and notifications for the available applications will be in accordance with all HUD regulations pertaining to said applications.
- B. All interested applicants will be required to fill out an application form. The insure availability, applications will be available to applicants for an advertised one week (6 day) period. Within ten (10) days of the close of this period, applications must be completed and returned to the rent-up office. All rental inquiry forms will be written in a bound book in the order that the application was returned.
- C. Each applicant shall be assigned his appropriate place on a community-wide basis based upon the date and time his application is received, suitable type or size or unit, and factors affecting preference or priority established by this Authority's regulations governing admission to and continued occupancy of its low-income housing program which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1964, Title VIII of Civil Rights Act of 1968, Sec. 504 of the Rehabilitation Act, Executive Order #11063, and the HUD regulations and requirements pursuant thereto.
- D. Handicapped persons and veterans will be given priority in the Tenant Selection Process. Handicapped persons will be accommodated to the extent that handicapped units are available.

SELECTION AND ASSIGNMENT AFTER RENT-UP

Once the initial rent up is completed all those not immediately placed will be notified that they are being kept on a waiting list, and advertisements will be posted stating applications for the waiting list will be accepted. These applications will be processed as those in the initial rent-up; however, the application process from this point on will remain open. Any eligible person wishing to place an application on file may do so. All applications will be date and time stamped and the applicant's name and address will be placed in the bound book waiting list. Applicants will be processed for placements according to the order in which they appear on the waiting list.

A suitable vacancy arising at a given time shall be offered to the next eligible applicant on the waiting list in accordance with the Authority's official tenant selection criteria. The eligible applicant must accept the first vacancy offered; failure to do so without a reasonable cause as outlined below will necessitate a new date to be placed on the application, and it will be placed on the bottom of the waiting list.

If the applicant is willing to accept the unit offered, but is unable to move at the time the offer is made and he/she presents clear evidence of such inability to the

Authority's satisfaction, refusal of the offer shall not be considered a failure to accept the unit offered;

and/or

If the applicant presents to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable will result in undue hardship or handicap not related to consideration of race, color or national origin; such as medical care, family members care and the like; refusal of such offer shall not be considered a failure to accept the unit offered.

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The attached Occupancy Policy has changes from the April, 1996 version. These changes have been done in italics and are underlined for easy reference . These changes can be found on pages 4- last sentence of last paragraph. Page 5- item 7, and Page 6 - items 8 & 9

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GLOUCESTER CITY HOUSING AUTHORITY PET POLICY
FOR RESIDENTS OF GLOUCESTERTOWNE

WHEREAS, the Gloucester City Housing Authority, body politic organized and existing under the laws of the State of New Jersey, and the United States Department of Housing and Urban Development, located at 101 Market Street, Gloucester City, New Jersey, 08030, hereafter referred to as the "GCHA", has established the following rules in connection with the ownership of domestic pets within the facility.

NOW THEREFORE, all tenants of the Gloucester Towne complex are hereby subject to the following rules regarding the ownership of domestic pets within the facility:

1. The following domestic pets shall be permitted in the Gloucester Towne facility: Small Dogs, Cats, domestic birds, fish, mice, gerbils, and hamsters. No other animals shall be permitted to be maintained as pets in Gloucester Towne without the express written consent of the management of the GCHA.

- A. All dogs must be under 30 pounds in weight.
- B. All cats must be under 12 pounds in weight and must be declawed.
- C. Vicious Dogs as defined in N.J.S.A. 4:19-22 and Potentially dangerous dogs as defined in N.J.S.A. 4:19-23 are not permitted.
- D. Foreign or exotic birds are not permitted.
- E. Farm animals, wild animals, exotic animals, reptiles, breeding animals and feral animals are not permitted.
- F. One (1) pet only per apartment is permitted. (Fish excepted).
- G. These rules shall not apply to assist, support or provide service to persons with disabilities.

2. All pets must be registered with the GCHA (Fish excepted) and the all information in the GCHA pet registration form must be accurately completed. All pet owners must specify a Pet Trustee who will be responsible for the care and/or removal of the pet from the building should the tenant/pet owner become unable to care for the animal. The Pet Trustee may not be a resident of the tenant/pet owner's apartment.

3. All pet owners shall be subject to the following financial obligations:

- A. All pet owners must place a pet deposit with the GCHA.
 - 1. Dogs & Cats - \$250.00
 - 2. Birds, Hamsters, Gerbils and Mice - \$100.00

The mandatory pet deposits do not constitute security deposits under the New Jersey Statutes relating to Landlord/Tenant relationships. These deposits shall be maintained in a separate account with the tenant security deposits, and shall be subject to the same rules and statutes relating to the maintenance of such accounts. However, the purpose of the pet deposit shall be strictly to provide financial security to the GCHA for any damages or other costs incurred by the GCHA in relationship to the Tenants ownership of a pet.

B. All dog and or cat owners must pay a pet fee, in addition to their rent, of \$10.00 per month for dogs and cats. This fee shall be to offset the accelerated depreciation of the GCHA facility as a result of the maintenance of a pet at that location and the reasonable operating costs of the GCHA in connection with the presence of such pets. This amount shall be considered additional rent.

C. Pet owners must pay the fee for any damage or condition which was caused by their pet: i.e., removal of fleas, urination on carpets, scratched paint, etc.

4. Prior to admittance and thereafter on an annual basis, all dogs and cats must be licensed in accordance with the applicable Gloucester City pet licensing ordinance, inoculated for rabies and distemper, and treated for fleas. Proof of compliance must be provided to the GCHA.

A. All dogs and casts must be taken to a veterinarian twice yearly for a full checkup and treatment for any illness or vermin; and proof of this must be provided to the GCHA.

B. All dogs and Cats must be spayed and neutered.

5. Pets shall be kept in the Building in accordance with the following rules and regulations:

A. Pets are not permitted in the following areas; offices, laundry, front lobby, community bathrooms or community room.

B. Pets may only be transported in and out of the building through the rear entrance.

C. All dogs and casts must be kept on a leash when in any common area, such as halls, elevators, etc. No pets shall be permitted to roam free outside of the apartment.

D. Pets may be exercised only in the specified area in the rear of the building.

E. Dogs must not be permitted to deposit waste inside the building.

F. Tenant/pet owners must immediately remove and properly dispose of all pet waste left by their pets in all locations outside the building.

G. Pet waste must be securely wrapped in newspaper and placed in the appropriate receptacle.

H. No pet waste may be placed in the trash chute or any interior trash containers. A pet waste trash receptacle will be available outside of the building.

I. Litter boxes for cats must be sifted every other day and must be changed weekly. All litter boxes must be lined with removable plastic liners. When the litter box is changed, the plastic liner with contents must be removed, tied with a twist tie, wrapped in newspaper and placed in the appropriate receptacle.

J. Tenants must take all steps necessary to assure that their pets do not make any noises which will be disturbing to other residents. If a pet makes noises or is otherwise continuously disturbing to other tenants, that pet must be permanently removed from the building.

6. Fish tanks must be a total of 20 gallons or less.

7. All pets must be secured when the tenant is notified that there shall be an on site inspection, maintenance call or any other properly authorized visit to the subject apartment.
8. If a pet exhibits behavior that constitutes an immediate threat to health or safety, the GCHA management will contact the appropriate state or local authority to have the pet removed.
9. In the event that the GCHA is fined as a result of any pet owner/tenants ownership and maintenance of a pet in violation of state or local statute, ordinance or regulation, the pet/owner tenant shall be responsible to indemnify the GCHA for any such fine.
10. In the event that the GCHA is found liable for damages as a result of any pet owner/tenants negligent or reckless ownership and maintenance of a pet the pet/owner tenant shall be responsible to indemnify the GCHA for any such damages.
11. The GCHA's failure to enforce any requirement in this policy shall not prevent the GCHA from enforcing the agreement for any violations occurring at a later time. If any part of this policy is contrary to law, the rest of the policy shall remain in effect.

GLOUCESTER CITY HOUSING AUTHORITY PET POLICY
FOR RESIDENTS OF SCATTERED SITE PROPERTIES

WHEREAS, the Gloucester City Housing Authority, body politic organized and existing under the laws of the State of New Jersey, and the United States Department of Housing and Urban Development, located at 101 Market Street, Gloucester City, New Jersey, 08030, hereafter referred to as the "GCHA", has established the following rules in connection with the ownership of domestic pets within its scattered site properties.

NOW THEREFORE, all tenants of the GCHA scattered site properties are hereby subject to the following rules regarding the ownership of domestic pets within their dwelling:

1. The following domestic pets shall be permitted in the GCHA scattered site dwellings: Dogs, Cats, domestic birds, fish, mice, gerbils, and hamsters. No other animals shall be permitted to be maintained as pets in the GCHA scattered site properties without the express written consent of the management of the GCHA.
 - A. All dogs must be under 100 pounds in weight.
 - B. All cats must be under 12 pounds in weight and must be declawed.
 - C. Vicious Dogs as defined in N.J.S.A. 4:19-22 and Potentially dangerous dogs as defined in N.J.S.A. 4:19-23 are not permitted.
 - D. Foreign or exotic birds are not permitted.
 - E. Farm animals, wild animals, exotic animals, reptiles, breeding animals and feral animals are not permitted.
 - F. One (1) pet only per apartment is permitted. (Fish excepted).
 - G. These rules shall not apply to assist, support or provide service to persons with disabilities.

2. All pets must be registered with the GCHA (Fish excepted) and the all information in the GCHA pet registration form must be accurately completed. All pet owners must specify a Pet Trustee who will be responsible for the care and/or removal of the pet from the building should the tenant/pet owner become unable to care for the animal. The Pet Trustee may not be a resident of the tenant/pet owner's apartment.

3. All pet owners shall be subject to the following financial obligations:

A. All pet owners must place a pet deposit with the GCHA.

1. Dogs & Cats - \$500.00

2. Birds, Hamsters, Gerbils and Mice - \$100.00

The mandatory pet deposits do not constitute security deposits under the New Jersey Statutes relating to Landlord/Tenant relationships. These deposits shall be maintained in a separate account with the tenant security deposits, and shall be subject to the same rules and statutes relating to the maintenance of such accounts. However, the purpose of the pet deposit shall be strictly to provide financial security to the GCHA for any damages or other costs incurred by the GCHA in relationship to the Tenants ownership of a pet.

B. All dog and or cat owners must pay a pet fee, in addition to their rent, of \$10.00 per month for dogs and cats. This fee shall be to offset the accelerated depreciation of the GCHA property as a result of the maintenance of a pet at that location and the reasonable operating costs of the GCHA in connection with the presence of such pets. This amount shall be considered additional rent.

C. Pet owners must pay the fee for any damage or condition which was caused by their pet: i.e., removal of fleas, urination on carpets, scratched paint, etc.

4. Prior to admittance and thereafter on an annual basis, all dogs and cats must be licensed in accordance with the applicable Gloucester City pet licensing ordinance, inoculated for rabies and distemper, and treated for fleas. Proof of compliance must be provided to the GCHA.

A. All dogs and casts must be taken to a veterinarian twice yearly for a full checkup and treatment for any illness or vermin; and proof of this must be provided to the GCHA.

B. All dogs and Cats must be spayed and neutered.

5. Pets shall be kept in the dwelling in accordance with the following rules and regulations:

A. Dogs must not be permitted to deposit waste inside the dwelling.

B. Tenant/pet owners must immediately remove and properly dispose of all pet waste left by their pets in all locations outside the dwelling

C. Pet waste must be securely wrapped in newspaper and placed in the appropriate receptacle.

D. Litter boxes for cats must be sifted every other day and must be changed weekly. All litter boxes must be lined with removable plastic liners. When the litter box is changed, the plastic liner with contents must be removed, tied with a twist tie, wrapped in newspaper and placed in the appropriate receptacle.

E. Tenants must take all steps necessary to assure that their pets do not make any noises which will be disturbing to neighbors. If a pet makes noises or is otherwise continuously disturbing to other tenants, that pet must be permanently removed from the building.

6. Fish tanks must be a total of 20 gallons or less. Fish tanks may not be kept above the first floor of any dwelling unit.

7. All pets must be secured when the tenant is notified that there shall be an on site inspection, maintenance call or any other properly authorized visit to the subject apartment.

8. If a pet exhibits behavior that constitutes an immediate threat to health or safety, the GCHA management will contact the appropriate state or local authority to have the pet removed.

9. In the event that the GCHA is fined as a result of any pet owner/tenants ownership and maintenance of a pet in violation of state or local statute, ordinance or regulation, the pet/owner tenant shall be responsible to indemnify the GCHA for any such fine.

10. In the event that the GCHA is found liable for damages as a result of any pet owner/tenants negligent or reckless ownership and maintenance of a pet the pet/owner tenant shall be responsible to indemnify the GCHA for any such damages.

11. The GCHA's failure to enforce any requirement in this policy shall not prevent the GCHA from enforcing the agreement for any violations occurring at a later time. If any part of this policy is contrary to law, the rest of the policy shall remain in effect.